Analysis Concept Submission Form – Completion Guide

Version Date: 5.11.2022

Follow the instructions below as you complete the Analysis Concept submission form on *myRADx-UPhome*.

The analysis concept that you submit will reflect your idea(s) for research that will include analysis of data collected from across the RADx-UP consortium.
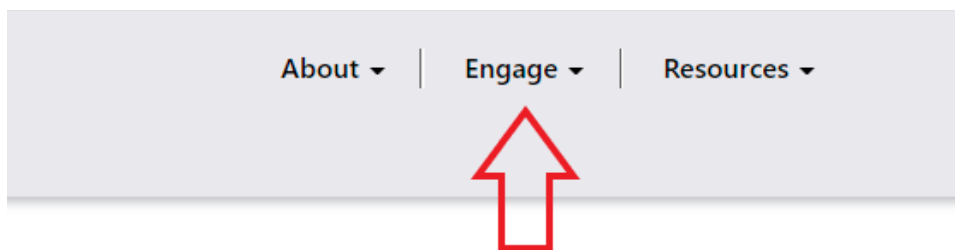
As someone who submits an analysis concept using this online form, you will serve as the primary contact for any questions regarding the analysis concept. Your concept will be posted online for review by the consortium. Once the 14-day review period has closed, you (or another designated person) will serve as writing team lead and will assemble a writing team. Together with this writing team, you will prepare a detailed request for consortium data and submit your request via the RADx-UP Analysis Proposal submission form.

Note that you must complete the online analysis concept form before exiting the page. You will not be able to save and return to edit the form. Estimated time to complete this form is about 5 minutes.
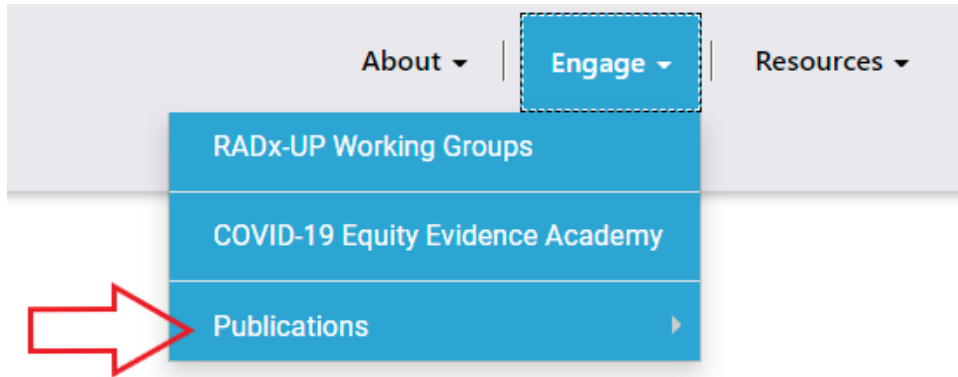
For help or questions, please email us at RADx-UP-Publications@duke.edu.
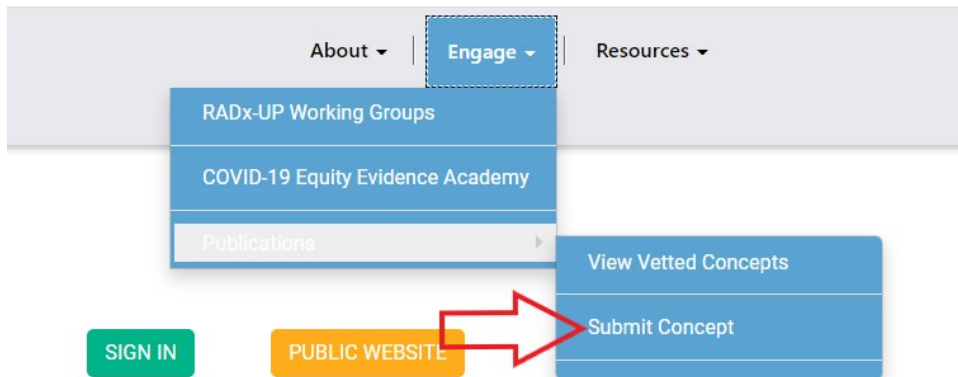
STEPS:

1. Go to https://myhome.radx-up.org/. No log-in necessary.

2. Locate **Engage** at the top right of the page and click to show the dropdown options:

3. Select **Publications** to show the dropdown options under this.

4. Select "**Submit Concept**" to open the Analysis Concept submission form.

5. Below is a screenshot of the Analysis Concept Form in https://myhome.radx-up.org/

RADxUP Consortial Publications: Analysis Concept Submission Form

Please complete and submit this form to share a concept idea that would require the use of data collected from across the RADx-UP consortium. Concept submissions will be posted here [link to vetted table in MRUH] to allow anyone in the consortium to ask to be included in the writing team.

The person who submits a concept will serve as Writing Team Leader and will convene the Writing Team. The Writing Team prepares and submits a detailed RADx-UP Analysis Proposal, which is a formal request for consortium data.

Your Name *

Your email address *

Your Role/s *

Your RADx-UP Project

Please suggest a working title for your research idea(e.g. Relationship between COVID-Related Insecurities and Testing Behavior among Latinx Populations in the US) *

What is your primary research question? *

Please describe your research idea *

Which RADx-UP population or community will your research concept explore? *

How many potential RADx-UP projects have you identified outside of your own project to collaborate with? If you have not identified any collaborators, select 0.

Please use this field to share questions, or other ideas related to the RADx-UP consortial publication process

Thank you for your RADx-UP Analysis Concept submission. The Coordination and Data Collection Center (CDCC) will review it within 5 business days and you should receive an email with the outcome of your submission.

Review other concepts here [Vetted Table] and please contact RADX-UP-Publications@duke.edu if you need further assistance.

Submit

6. Complete the online form using the guide below:

Your Name: This is the name of the person completing the form.

Your Email:

- This is the email address of the person completing this form.
- You will serve as the primary contact if CDCC has questions about the submission.
- Once the analysis concept is posted for consortium review, interested consortium members may contact you directly if they are interested in collaborating on this concept.
- If you are not the writing team lead, you will be responsible for letting the writing team lead know of any collaboration requests you receive.

Your Role/s – Indicate your role on a RADx-UP project team. Options are:

- Community Partner
- Data Manager
- Investigator
- Study Coordinator
- Other: Please use this option to type your role if the other options do not apply.

Your RADx-UP Project – Use the dropdown list to select your affiliated RADx-UP Project.

- Type the first letter of your institution/organization's name to show an alphabetical listing of projects according to institution/organization. Choose the correct institution/organization by clicking the name.
- If your institution/organization is not on the list, select "OTHER" at the end of the list. You will have the opportunity to type the name of your institution/organization in the "Proposed Collaborator" text box at the end of the form.

Please suggest a working title for your research idea – Maximum character limit: 150. This should reflect your analysis concept idea. You will have the opportunity to change your title later when you submit the Analysis Proposal and or when drafting your manuscript.

Working title example: "*Relationship between COVID-Related Insecurities and Testing Behavior among Latinx Populations in the US*"

What is your primary research question? Maximum character limit: 150. Please list the main research question that you want to answer for this analysis concept.

Research question example: *"How are COVID-related insecurities - such as unemployment and food insecurity - related to Testing Behavior among Latinx Populations in the US?"*

Please describe your research idea – Maximum character limit: 500. Please describe what concepts and/or variables you plan to analyze and how you will answer your primary research question.

Which RADx-UP population or community will your research concept explore? Use the list of the sub-population to select all that apply to your analysis concept.

Options are : Alaskan Natives, Asian American, Black or African American, Coal Miners, Farm Workers, Federally Qualified Health Services, Hawaiian Pacific Islanders, Hispanic or Latinx, Immigrants, Incarcerated People, Intellectual and Developmental Disabilities, LGBTQ/Sexual and Gender Minority, Low Income Housing, Low Income Population, Other, People Experiencing Homelessness, People Living with HIV/AIDS, Pregnant Women, Refugees, Rural Populations, Substance Users, Testing Deserts, Tribal Nations

How many potential RADx-UP projects have you identified outside of your own project to collaborate with? If you have not identified any collaborators, select 0. Use the alphabetical list of RADx-UP Projects to select identified or potential collaborators.

First select the number of collaborators that you have already identified. Select '0' if you have not identified a collaborator. After choosing the number of collaborators, you will identify these collaborators (projects) by selecting from a dropdown list.

Collaborators are projects from RADx-UP with whom you would like to work with on this analysis concept. When your concept is accepted, you may contact these projects directly to see if they will be interested in collaborating. We can also help you find collaborators.

Collaborator #1 – select from dropdown the name of the project you would like to collaborate with.

Collaborator #2 - select from dropdown the name of the project you would like to collaborate with.

Please use this field to share questions, or other ideas related to the RADx-UP consortial publication process. Please type questions/comments.

7. Submit your analysis concept by clicking on the **Submit** button:

Thank you for your RADx-UP Analysis Concept submission. The Coordination and Data Collection Center (CDCC) will review it within 5 business days and email you after checking your submission.

Review other concepts here [Vetted Table] and please contact RADX-UP-Publications@duke.edu if you need further assistance.

Submit