

# Guidelines and procedures

## I. Introduction

The CoLaus|PsyCoLaus Study welcomes and encourages all types of research projects linked to cardiovascular diseases and mental disorders that could benefit from the rich CoLaus|PsyCoLaus data- and bio-bank.

## II. Submission of a research project

### 1. General principles

For any use of CoLaus|PsyCoLaus data, a proposal needs to be submitted to the Scientific Committee (SC).

The submission of projects and communication with CoLaus|PsyCoLaus needs to be in English.

### 2. Who can submit?

Any researcher affiliated to an academic institution or a private research company who wants to collaborate with the CoLaus|PsyCoLaus study group and who complies with the CoLaus|PsyCoLaus study standards for the submission of a research project.

### 3. Deadline and addresses

The *research application form* has to be submitted electronically at least 2 months before the beginning of the proposed project to [research.colaus@chuv.ch](mailto:research.colaus@chuv.ch) or [research.psycolaus@chuv.ch](mailto:research.psycolaus@chuv.ch). If a proposal is already part of another project supported by the Swiss National Science Foundation (SNSF), the SC must have the possibility to read the grant submitted to the SNSF and have full knowledge of its decision. In order for the SC to gather this information and study the documents, such a project has to be submitted *2 weeks earlier than the usual deadline*.

### 4. Types of Proposals

In order to simplify the application procedure, researchers should only send the *research application form*.

In case of acceptance, the researchers will be asked, in a second step, to download and sign the data and/or the material transfer agreements.

#### 4.1. Administrative information

The names and contact addresses of the principal investigators and the co-investigators of the proposal must be listed. It is understood that all investigators have agreed to actively participate in the submitted proposal and that the head of their unit/lab has also approved the submission.

#### 4.2. Introduction

- 1 page maximum.
- Current state of knowledge in the field of the proposal.

#### 4.3. Study aims and hypotheses

- Aims of the project in relation to the current state of knowledge.
- Hypotheses to test.
- Added clinical and scientific value of the project.

#### 4.4. Methods and time-frame

- Type of variables needed.
- Laboratory methods if necessary.
- Statistical analyses.
- Time-frame for the project (termination of analyses, editing of manuscripts).

#### 4.5. Dissemination of results

- How you imagine disseminating your results (publications, presentations at conferences, thesis, etc.).

#### 4.6. References

- References of the relevant literature cited in the proposal.

#### 4.7. Attachments

Additional information to support the submission including:

- Cover letter.
- Curriculum vitae of the principal investigator.
- Approval of the sponsoring institution's and/or the university's ethics review board.

#### 5. Evaluation and decision process:

- Proposals requiring baseline data only, will be evaluated by the **baseline (local) SC of the CoLaus and PsyCoLaus studies**.
- Proposals requiring follow-up data, will be evaluated by the **follow-up (multicentric) SC of the CoLaus|PsyCoLaus cohort study project**.
- The SC essentially evaluates the proposals regarding :
  - 1) Its compatibility with the consents provided by participants
  - 2) Feasibility
  - 3) Potential overlap with ongoing projects
- The principal investigator of the proposal will be informed about the decision of the respective SC within **six weeks** following the project submission.

### 5.1. Submission of a modified project:

A project for which modifications have been requested by the SC may be resubmitted to [research.colaus@chuv.ch](mailto:research.colaus@chuv.ch) or [research.psycholaus@chuv.ch](mailto:research.psycholaus@chuv.ch). Resubmissions need to include:

- A point by point reply to all comments of the SC.
- The modified protocol, with relevant changes highlighted.

### 5.2. Proposals requiring urgent decision:

- Rapid decisions of the respective SC (within less than 6 weeks) are limited to very special circumstances: e.g. late breaker abstract, important publication in a very competitive situation.
- Submissions to [research.colaus@chuv.ch](mailto:research.colaus@chuv.ch) or [research.psycholaus@chuv.ch](mailto:research.psycholaus@chuv.ch) have to mention the need of rapid evaluation.
- If the chairman of the respective SC decides that the criteria for special circumstances are met, a decision will be taken within 7 days. If not, the project will be evaluated within the regular 6 weeks.

## 6. Progress report

Six to eight months after having initiated the project, the principle investigator has to send a **short progress report** to the **Scientific Committee**, which should include:

- First results
- A statement regarding the time schedule with an explanation and a new schedule in the case of delay to the initial schedule

## 7. Publications

### 7.1. Authorship

- Authors are enumerated using the following wording "**XYZ... and the CoLaus|PsyCoLaus Study**". If only baseline data from the physical and genetic evaluations are used, the following wording is sufficient: "**XYZ... and the CoLaus Study**".
- Alternative wordings can only be used **with the approval of the respective SC**.