**SEED Manuscript Proposal**

**1. Full Title**:

 **Abbreviated Title** (Length 26 characters):

**2. Writing Group**:

|  |  |  |  |
| --- | --- | --- | --- |
| **First author:** |  | **Senior author:** |  |
| **Statistician:** | *(if known or assigned)* |
| Co-authors: |  |

I, the first author, confirm that all the coauthors have given their approval for this manuscript proposal. \_\_\_\_\_\_ [please confirm with your initials electronically or in writing]

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| --- | --- | --- | --- |
| **First author’s email:** |  | Phone: |  |

**SEED Senior Author** to be contacted if there are questions about the manuscript and the first author does not respond or cannot be located.

|  |  |
| --- | --- |
| **SEED senior author**  |  |
| **Email:** |  | Phone: |  |

**3. Timeline**:

|  |  |
| --- | --- |
| Project starting date:  | mm/dd/yy (2 weeks after the first author submits the proposal)  |
| Complete analysis by: | mm/dd/yy (1 to 4 months after project starting date) |
| 1st manuscript ready by:  | mm/dd/yy  |
| Submit manuscript by: | mm/dd/yy |

**4. Rationale**:

**5. Main Hypothesis/Study Questions**:

**6. Design:** *(study design, inclusion/exclusion, outcome and other variables of interest with specific reference to the time of their collection, and any anticipated methodologic limitations or challenges if present).*

**7. Statistical Analysis:** (*statistical analysis methods and summary of data analysis)*

**8. References**

**9.** **Data Request:** *(If the data analysis will not be performed by SEED statisticians and the first author would like to request the datasets, please fill in the tables below.)*

|  |  |
| --- | --- |
| Format of data file (e.g. MS Excel, SPSS): |  |
| Study (e.g. SiMES, SINDI, SCES): |  |

|  |
| --- |
| **Variables required – use “ / ” to separate the variables:** (Do list down all the specific variables that you need, separate by “ / “, e.g. Age / Gender / BMI) |
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**Note:**

1. Before proposing a new project, please go through the current manuscript proposal list and previous SEED publications to avoid overlapping with other projects. This proposal (sections 1 to 7) should be limited to 2 pages.

2. If the dataset is ready, manuscript preparation is expected to be completed in 18 months. If a manuscript is not submitted to journals for review at the end of the 18 months from the date of the approval, the manuscript proposal will expire. No exceptions will be made unless there is a compelling justification.

3. Non-transferability: If the first author is requesting SEED data, the data received are solely restricted to your own use for the proposed purpose as indicated above. The requestor may not distribute the data to any other individual or entity, regardless of the intended use of such data. Failure to comply with this non-transferability may result in disqualification of the requestor from receiving additional SEED data, and the requestor will be deterred from using SEED data for future projects. If the requestor intends to use the data for other study purposes, please obtain clearance and/or submit another manuscript proposal. All SEED data are centrally handled by the Statistics and Data Management Unit at the Singapore Eye Research Institute.

4. For integrity and reproducibility purpose, once the manuscript is accepted by journals, please submit the final version of your manuscript (in Word), along with all tables, figures and supplementary materials, if any, to the Statistics Unit at shi.yuan@seri.com.sg. If the data analysis is not done by the Statistics Unit, please also submit your dataset.

 By signing below, I acknowledge that I have read, agree to and accept all of the terms and conditions set forth above.

Signature of Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [in e-signature or in writing]

5. Proposals should be sent to Dr Shi Yuan (shi.yuan@seri.com.sg), Assistant Manager, Statistics Unit.

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| Official use |
| Manuscript no.: |  |
| Received date: | mm/dd/yy |
| Approval date:  | mm/dd/yy |
| Statistician assigned: |  |
| Remarks: |  |