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SUBMISSION DEADLINE

October 1, 2023

INTRODUCTION

The International Society for Pharmacoepidemiology (ISPE) seeks proposals for manuscripts that could be used for guideline development or reference documents for pharmacoepidemiology, including pharmacovigilance, drug utilization research, outcomes research, comparative effectiveness research, and therapeutic risk management.

Suggested topics of interest to the Society include:

- Methodological topics/considerations in the area of COVID-19 vaccines and therapeutics safety and effectiveness
- Real-world evidence for regulatory decision-making
- Real-world data quality and transparency, acceptable methods and approaches for data handling issues (e.g., missing data, bias control), use of next-generation registries
- Precision medicine
- Patient-generated health data
- Signal detection in emerging large data sets such as EHR, social media, or device generated data (e.g., wearables, implanted devices), or device generated data (e.g., wearables, implanted devices)
- Use of pharmacological / mechanistic data in pharmacoepidemiologic studies
- AI and machine learning approaches to examine causal hypotheses
- New methods in pharmacoepidemiology
- Best practices related to specific approaches in pharmacoepidemiology
- Formal evaluation of risk minimization approaches
- Use of implementation science, including mixed methods, in design, implementation, and/or evaluation of risk minimization measures
- Measuring impact of pharmacovigilance activities
- Guidance/methods (design/analysis) of multi-database studies
- Impact of critical global issues on pharmacoepidemiology (e.g., climate change, migration, refugees, gender equality, poverty, aging, sustainable development
<https://www.un.org/en/sections/issues-depth/global-issues-overview/>)
- Any topic contributing to ISPE's strategic mission

OVERVIEW

Proposals are reviewed by a Joint Manuscript Proposal Review Subcommittee led by the chair of the Public Policy Committee. The final slate of papers recommended for funding is ratified by the Executive

Committee. Once funding is approved, manuscript writing teams can begin work. When a draft is ready, papers are submitted via the Executive Office for Public Policy Committee evaluation for suitability for ISPE member review. Periodically, writing teams are required to submit progress reports for Board evaluation.

Submissions for 2023, which may only be submitted online, are now being accepted at <https://survey.alchemer.com/s3/7363556/ISPE-Manuscript-Proposal-2023> with a deadline of 11:59 PM US Eastern Time on **Sunday, October 1, 2023**. Proposals must conform to the proposal format described in this document. *Proposals that do not conform to the format will not be considered for funding.* The deadline will not be extended, and proposals submitted via other means will not be accepted.

GENERAL TIMELINE

- Oct 1 Submission deadline
- Oct 31 Joint Manuscript Proposal Review Subcommittee completes first review; if applicable, feedback is provided to writing teams and revised proposals requested
- Nov 30 If applicable, author responses to feedback due back to ISPE
- Dec 20 Joint Manuscript Proposal Review Subcommittee makes final selections and notifications are issued to the writing team lead contact

FORMAT OF PROPOSAL

Maximum of two (2) pages, excluding CVs, biosketches, references and any supplemental information. Your two pages must include the headings that follow:

1. **Title.**
2. **Background:** Summarize the proposed topic; describe the issues concerning the need for guidelines, or a good practice document or a reference manuscript.
3. **Objective:** Identify the purpose/goal of the manuscript writing team.
4. **Rationale/Priority:** Include a statement on how the manuscript/topic is consistent with ISPE's strategic plan, mission statement and why it should be a priority for the Society.
5. **Issues to be addressed:** What issues will the manuscript address?
6. **Content:** Specific recommendations or guidelines, or practices and supporting information.
7. **Composition of manuscript writing team:** Name, title, affiliation, a brief description of expertise; identify a team chair. Manuscript writing team members must be current ISPE members; no exceptions. Composition should address, to the extent possible, membership diversity by geographic region, work sector and organization. Proposals of manuscript writing team exclusively from one organization/institution will not be considered responsive to the Call for Manuscripts.
8. **Conflict of interest:** Each manuscript writing team member must prepare a conflict of interest statement, which must accompany the manuscript proposal.

The statement should list all funding sources related to the development of the manuscript. For a manuscript developed purely within a university or governmental institution, with no external funding, the university or governmental institution should be named as the funding source.

Thereafter, list all other potentially conflicting relationships that exist at the time of submitting the manuscript proposal, or had existed in the one (1) year leading up to the time of submitting the proposal. Nonfinancial conflicts (e.g., a close relationship with, or a strong antipathy to, a person or organization whose interests may be affected) should also be disclosed.

List relationships using the following categories:

- Employment by commercial entity
- Consultancies or advisory Board memberships
- Lecture fees paid by a commercial entity (honoraria)
- Expert witness for a commercial entity
- Industry-sponsored grants (received or pending) including contracted research
- Patents received or pending
- Royalties from a commercial entity
- Stock ownership or options
- Other

Only include categories for which conflict of interest might be involved. If there are no disclosures to make, state "No relationships to disclose".

9. **Budget:** Estimate expenses.¹ ISPE does not pay overhead. Appropriate expenses may include:
 - a. Administrative/logistical expenses such as conference calls, meeting notes, library research and drafting manuscript. If a research assistant is budgeted for your project, please indicate if the individual is currently, or likely to be an ISPE member (if not, this is not a disqualifying factor).
 - b. Expenses for one face-to-face meeting (e.g., food and beverages, AV, room rental costs, etc.). Manuscript writing teams are responsible for logistics and arrangements. Funding does not cover travel to an ISPE-scheduled meeting; i.e. Mid-Year Meeting, ICPE, however, funds can be used to cover an extra hotel night, if needed, to ensure attendance for a manuscript team meeting.
 - c. ISPE funds open accessing publication of ISPE-endorsed manuscripts. Please include funding in your budget for open access publishing.
10. **Target journal(s) for publication:** *Pharmacoepidemiology and Drug Safety* (PDS) is the preferred journal for publication of all manuscripts funded under the ISPE Funded Manuscripts Program. Please note: ISPE funded manuscripts are required to undergo the usual PDS journal peer review processes. If you wish to publish in a journal other than PDS, please provide the name of your preferred journal and your rationale and justification for doing so.

¹ As a rule, ISPE does not make payments to members for their work for the Society.

Exceptions to this rule include activities commissioned by the Board or Executive Committee. In general, when commissioned activities are to be undertaken, expenditure and income budgets must be approved by the Executive Committee. Reimbursements for reasonable expenses will only be made on production of receipts and attested statements of time taken, as well as evidence of work completed. (SOURCE: ISPE Policy Manual)

NOTE: Final manuscripts will be made available to the ISPE membership through the Society's public policy review process, revised appropriately, then the revised draft will be submitted to the Board for endorsement. This review is separate and distinct from any journal peer review process. Manuscript writing teams are encouraged to submit ISPE-endorsed manuscripts to PDS or another professional journal for publication. The authors should state clearly that the manuscript has been endorsed by ISPE in both the cover letter and manuscript. "Endorsement" by the ISPE Board does not mean that PDS (or another journal) will automatically accept the manuscript; PDS (and other journals) has an independent review process.

11. **Bibliography:** Provide recent relevant articles on the topic.
12. **Timeline:** Define specific work activities from the outline beginning in January following the submission deadline. Your timeline should extend to the delivery of a draft manuscript to ISPE's Public Policy Committee.

REVIEW CRITERIA

Proposals are assessed against the following criteria:

- Appropriateness of issue to the general ISPE membership
- General interest of topic to ISPE membership
- Feasibility to accomplish the stated objectives
- Importance (or significance) of proposal to the field of pharmacoepidemiology
- Visibility (the extent to which the proposed manuscript will be used and, if so, raise the visibility of pharmacoepidemiology)
- Collaboration among multiple organizations, work sectors, and geographic regions, and
- Consistency with ISPE strategic goals, objectives and priorities.

OTHER NOTES

- For one year following publication, manuscript writing teams are required to complete an annual Impact Report to help ISPE monitor the success of the manuscript initiative. Manuscript writing team leaders will be contacted by the Executive Office to complete this report in the period immediately preceding ISPE's annual meeting.
- Funds disbursement. Funds are usually paid out upon endorsement by ISPE, not at the time of submission of a draft to the Public Policy Committee. Open access costs may follow later. Occasionally, if key milestones involve significant costs, ISPE will consider an interim invoice. Invoices and, where applicable, United States IRS form W-9 are required to substantiate any disbursements.