



ROSS GUIDE

Raine Online Submission System

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Raine Online Submission System (ROSS)

The Raine Online Submission System (ROSS) has been designed to facilitate more efficient research in the Raine Study. Research projects conducted in the Raine Study all progress through 4 main stages, as illustrated in Figure 1. ROSS will make it easier for researchers to provide the information required for their project to be approved and to manage their involvement in use of data and/or biosamples, as well as analysis and reporting. This guide outlines the details in each of the 4 main stages to provide researchers with clear guidance on how to progress their projects in a timely manner.

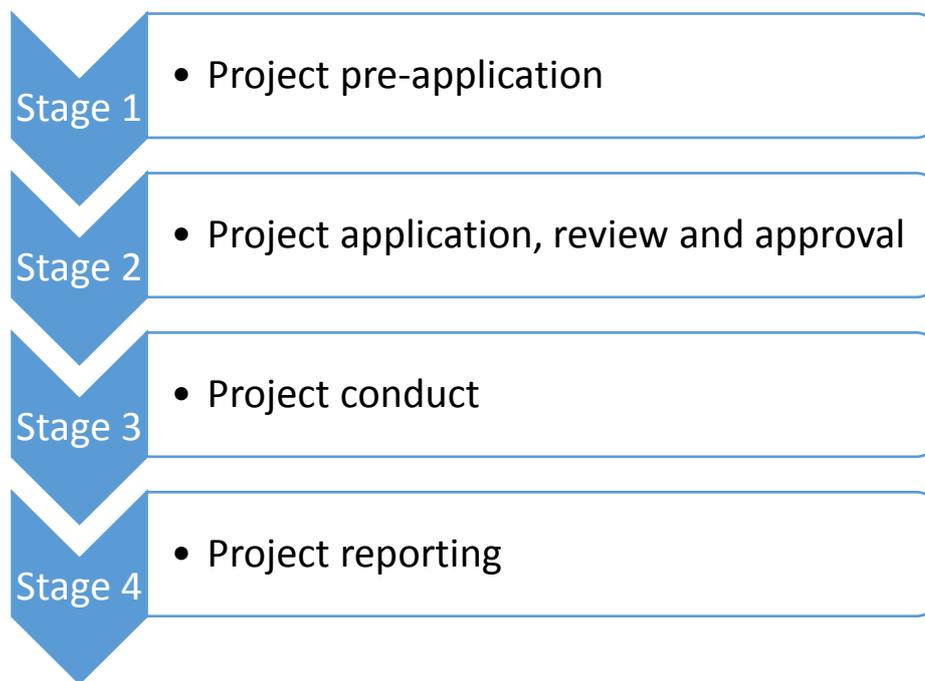


Figure 1. The 4 stages of conducting research in the Raine Study

Stage 1. Pre-application

- a. Research team has idea and does preliminary investigation of idea using literature and public domain Raine variable lists etc.
- b. Research team has informal discussion of project, budget, timelines, etc with Scientific Officer/Scientific Director (Raineadmin-sph@uwa.edu.au).
- c. Research team (if necessary with help from Scientific Officer/Scientific Director) prepares application details using [Raine P template form](#) (the purpose of this and other template forms is to allow the research team to discuss and revise the appropriate details prior to submission to ROSS).
 - i. Research team provides high level detail on categories of data required for project including from which generation(s) and time points.
 - ii. If research team involves new collaborations, additional details on new collaborators are added to the form.
 - iii. If project involves use of biosamples, research team prepares additional details including justification for use of finite resource and evidence of curation and assay viability, using [Raine B template form](#).

Stage 2. Project application

- a. Project lead researcher submits Project application via [ROSS](#).
- b. On [ROSS](#) each member of project team must confirm their contact details, their willingness to be involved in the project, and willingness to abide by the research code of conduct.
- c. Raine admin/ Scientific Officer checks that application is complete and places item on Scientific Management Meeting (SMM) agenda. Note the SMM meets every 4 weeks.
- d. SMM discusses the project. Outcome will be to (i) place item on Scientific Review Committee (SRC) agenda for approval; or (ii) contact lead researcher with suggestions for revision, following which team revises application and steps 2a-d repeated. Contact with lead researcher for revisions will go via ROSS. In ROSS researchers can check the status of their project (submitted, under review by SMM, revisions required, under review by SRC, approved, rejected).
- e. SRC will discuss project and either approve, request revisions or reject (research team to be informed via ROSS, revise if appropriate and repeat review if necessary). Note that SRC meets face-to-face quarterly, and electronically in between the quarterly meetings.
- f. If a project only involves the use of existing data **then full approval** can be provided by the SRC, assuming no budget or feasibility issues. Once approved the project can immediately progress to the conduct stage and the research team can apply for the specific data required (see Stage 3).
- g. If a proposed project involves new data/bio sample collection *or* use of existing bio samples then an additional review is required once funding for project has been awarded. In the interim **only provisional approval** can be provided by the SRC until all funding, protocols and other arrangements are finalised with Raine management. Note that provisional approval is required prior to any grant application being submitted to a funding agency.
 - i. Following grant success discussions need to take place with researchers and Raine Management (Scientific Directors, Scientific Officer, Follow-Up Manager, Operations Manager, etc). Issues to clarify will include: whether sufficient funding has been awarded; any resource and coordination implications; data/biosample collection protocols and/or biosample assay protocols; potential integration with other projects. The agreed project then requires final approval by the SMM. The project can then progress to the conduct stage (see step 3).

Stage 3. Project Conduct

- a. If project involves use of data:
 - i. Research team prepares detailed information for data request using [Raine D template form](#). This includes details of generation(s), time point(s) and specific variables, who will have access to data, any movement of data, and nomination of analysis packages which will be used.
 - ii. Lead researcher discussed precise data and analysis software needs with research team.
 - iii. Lead researcher completes data request on [ROSS](#).
 - iv. Research team members involved in analysis confirm agreement with data access conditions and can then access and analyse data
 - v. Raine Data Manager reviews request and checks it is congruent with project approval.
 - vi. Raine Data Manager, checks all who have access to data have signed data access agreement, then arranges data extraction and provides securely to lead researcher.
 - vii. Any derived variables developed as part of the analysis are provided to Raine with a coding key in a timely manner.

- b. If project involves use of biosamples:
 - i. Lead researcher works with Raine management to prepare and obtain all necessary signatures on materials transfer agreements and review protocols as required.
 - ii. Biosamples are not released until material transfer agreements are executed.
 - iii. Any left-over biosamples and analysis results must be returned to Raine as soon as available.

- c. If project involves collection of new data or biosamples:
 - i. Raine management will collect data and biosamples according to approved protocols.

- ii. Project lead researchers will be involved in regular quality control and review of data collection and processing. Data and biological samples will be released to researchers when available as per 3a and/or 3b.

d. Project amendments

- i. If changes desired to team, data utilised, research questions or methods, research team prepares information using Raine [D template](#). Informal discussion with Scientific Officer/Scientific Directors as required.
- ii. Lead researcher uploads details to [ROSS](#).
- iii. SMM reviews, and if minor approves/requests revisions. If major, places item on agenda for SRC.
- iv. SRC reviews as per initial project approvals.
- v. Lead investigator informed of approval, revision, rejection via ROSS.

Stage 4. Project Reporting

- a. Manuscript proposal (manuscript at the 'idea' stage)
 - i. Research team has an idea for a manuscript and prepares details on [Raine MP Template](#) including which approved project it sits under. Informal discussion with Scientific Office/Scientific Directors is welcome as required.
 - ii. Once the team is happy with idea then the lead researcher submits an MP form via [ROSS](#).
 - iii. On [ROSS](#) each member of project team confirm details and their willingness to be involved in manuscript and abide by research code of conduct.
 - iv. Raine admin/Scientific Officer checks application is complete and places item on Scientific Management Meeting (SMM) agenda. Note the SMM meets every 4 weeks.
 - vi. SMM reviews and checks whether it is congruent with approved project and appropriate expertise is included. SMM approves/requests revisions. Lead investigator will be informed of approval, revision, rejection via ROSS.
 - v. Research team able to progress to preparing full manuscript following MP approval.

- b. Manuscript submission (manuscript completed, almost ready to submit to journal)
 - i. Research team submits draft manuscript and lay summary on [ROSS](#) prior to submission to a journal ([MS form](#)).
 - ii. Raine admin runs similarity check on manuscript and provides output to Scientific Officer.
 - iii. Scientific Officer reviews if MS is congruent with MP approval, acknowledgements and sense and sensitivity and places item on SMM agenda for MS review.
 - iv. SMM reviews MS form. SMM approves/requests revisions.
 - v. Lead investigator informed of approval, revision, rejection via [ROSS](#).

- vi. Following MS approval research team may submit manuscript to journal.
 - vii. When paper is published research team is to provide citation and pdf of published papers to Raine admin (Raineadmin-sph@uwa.edu.au).
- c. Media promotion/press release
- i. Research team provides draft media release and completes [Media Release form](#) via ROSS
 - ii. Scientific Officer and Communications Manager check and liaise with research team and their institutional media team as required and provide approval.
 - iii. Lead investigator informed of approval, revision, rejection via ROSS.

Hints and Tips for ROSS

Logging on: <https://ross.rainestudy.org.au>

Login details are your email address, (please use the email address Raineadmin has on file for you), and select “forgotten password” to register a new account.

Please complete your profile details.

Navigating ROSS

Your Projects: lists all the projects in which you are lead investigator

Other projects: lists all projects you are involved in

Community Projects: lists all Raine Study projects

+New project: select this button when you are ready to submit a new project proposal. To avoid any hold ups please be prepared with all the details you will need to complete the form. You can download a P Form and use it as a template to help you gather all the information required. The P Form will ask about investigators/ co- investigators and all about the new project you are proposing, including the purpose, funding and data.

Hints and Tips for + New project:

Project details

- You must complete all required fields to progress onto the next page
- Please note the word limit
- You can enlarge text boxes by dragging the bottom right hand corner of your text field so you can view your complete text
- Expected start and finish dates are just that, please estimate if you can't give exact dates.

Funding

- We have included 15% to Raine Study Core costs into the funding page, these calculations will happen automatically once you enter “Total project amount” and “Investigator managed project funds”
- Select + if your project spans more than 1 year

Investigators

- Please add all investigators who will be working on your project and not just the investigators who will work on the paper
- When adding investigators make sure you select the correct categories, a new collaborator is someone who has not worked with the Raine Study before
- Make sure the email address you have noted for your co-investigators is the one they most commonly use as this address will be used to notify them of their involvement of the study and any amendments you may have made or need to make in the future
- Co-investigators will need to login into ROSS and confirm involvement before your project is submitted

Data part 1 and 2

- Please keep in mind these categories represent the broad research areas. You will need to supply a detailed variable list after the project has been approved. The variable lists can be found on <https://www.rainestudy.org.au/index.php/for-researchers/cohort-follow-ups/>
- Please check the website carefully to confirm the data you are requesting actually exists for the particular generation and follow-up.

Hints and Tips for Data and Biosample requests

Feedback

- Please check your feedback tab

Data

- List all who will be working with the data
- You will need to upload a document with all variables
- “data handlers” are people dealing with the actual data, including the statistician and lead investigator. They will all need to sign a Data Access Agreement before data will be released.

Biosamples

- Requesting to obtain biosamples, such as blood samples.

Manuscripts

- Complete a Manuscript Proposal (MP) form to propose a new manuscript proposed. This will always sit under a P-Form. A P form can generate multiple MP forms.
- Save and send will send an email to all investigators/co-authors that you have included, co-authors will need to confirm and sign agreement.
- Complete a Manuscript Submit (MS) form right before your manuscript is ready to be submitted to a journal. A copy of your manuscript can be uploaded to ROSS ready for SMM to check for Raine Study details.
- You will need to select **enter** after every Keyword entered so ROSS can recognised each key word.

Media Release

- A media release (MR) should be completed to let Raine know there will be media related to either a published paper or in some circumstance a community interest piece on a project that is currently being conducted, in this case an MP or MS form is not required.

Amendments

- All amendments will be sent to coinvestigators as a notification
- A list of all your amendments can be viewed from the amendments tab with details of what you have changed.