**ACC COLLABORATIVE PROJECT SUBMISSION COVER SHEET**

Please submit this project submission cover sheet with a copy of the full proposal to the ACC Coordinating Center at [cc@asiacohort.org](mailto:cc@asiacohort.org). Both the proposal and cover sheet must be submitted in order for a proposal to receive consideration.

|  |  |
| --- | --- |
| PI |  |
| Name of principal contact |  |
| Email address |  |
| Telephone |  |
| ACC sponsor name\* |  |

\*If the PI or principal contact listed above is not an ACC member, an ACC sponsor must be identified. If needed, please contact the Coordinating Center for assistance with identifying an ACC sponsor.

|  |  |  |
| --- | --- | --- |
| Title of proposed project |  | |
| Brief summary of proposed project (max 100 words) |  | |
| Research group | | |
| limited to PI, Co-PI, and analyst/RA, others can be added to the working group members  please specify the specific tasks of each person involved in the project | | |
| *Names* | *Roles in the project* | *Affiliation* |
| 1. (PI) | Supervision, manuscript drafting |  |
| 2. (Analyst) | Data analysis, manuscript drafting |  |
| 3. (Co-PI, if any) | Supervision, data analysis, manuscript drafting  (Co-PI must have sufficient visible contribution) |  |
| *Working group members* |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Requirements | | | |
| Outcome (e.g. ICD Code 9 and 10):  Exposure: | | | |
| Data requirement (broad categories, eg physical activity, anthropometry, smoking): | | | |
| Mandatory variables | | | Desired variables |
|  | | |  |
| Requirement of biological samples – add details (e.g., storage conditions, minimum amount, etc) in the space provided, if relevant | | | |
| None |  |  | |
| Serum |  |  | |
| Plasma |  |  | |
| Red blood cells |  |  | |
| DNA |  |  | |
| Urine |  |  | |
| Other (specify) |  |  | |

|  |
| --- |
| Ethics |
| Is further ethics approval required? Yes No |
| If yes, please give details: |

|  |
| --- |
| Funding |
| Are funds for the project already available? Yes No |
| If yes, please indicate the source and amount expected: |
| Are you planning to apply any grant? Yes No |
| Please give the target grant information if available |
| If not, please give details on how funds will be obtained: |

|  |  |
| --- | --- |
| Timeline | |
| Work should commence (mo, yr) |  |
| Draft manuscript should be ready (mo, yr) |  |

|  |
| --- |
| Date |

**Statement**

* 1. The analyst will prepare a single exposure variable which will be added to the ACC pooled dataset.
  2. If multiple exposure variables are needed, approval is obtained from the EC.

1. Codes will be shared with other ACC projects once published.
2. No gifted authorship – authorship without sufficient contribution to the project is not allowed.
3. If there are changes in team members of the research group, they can be added as a member of the working group.
4. Initial analysis will be completed within the first six months of receiving the dataset.
5. Authors team (or at least one member) will attend a regular working group meeting.
6. The PI will notify prior to a conference presentation on the project. This will only be after the draft manuscript is ready and shared with the ACC CC.  The PI must obtain permission before submitting the abstract to any conference/meeting

**Proposal (free format), please include the following points:**

**Title**

**Background**

**Objective**

**Required variables**

*Mandatory variables*

*Desired variables*

**Statistical analysis**

Including subgroup analysis and/or sensitivity analysis

**Dummy table**[example]Please adjust and specify the covariates and statistical analysis in the notes section of each table.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Demographics and Major Risk Factors** | | | | | | | | |
|  | | **Total (cases)** | | | **Men (cases)** | | **Women (cases)** | |
|  | |  | | |  | |  | |
| **Age at baseline** | |  | | |  | |  | |
| **Sex** | |  | | |  | |  | |
| **Ethnicity** | |  | | |  | |  | |
| **Body mass index** | |  | | |  | |  | |
| **Education level** | |  | | |  | |  | |
| **Smoking status** | |  | | |  | |  | |
| Ever (current or previously) smoke tobacco products | |  | | |  | |  | |
| Currently smoke tobacco products (at baseline) | |  | | |  | |  | |
| Never smoke tobacco products | |  | | |  | |  | |
| Smoking pack-years | |  | | |  | |  | |
| **Alcohol consumption** | |  | | |  | |  | |
| Ever (current or previously) consume alcohol | |  | | |  | |  | |
| Currently drink alcohol (at baseline) | |  | | |  | |  | |
| Never drink alcohol | |  | | |  | |  | |
| **Physical activity** | |  | | |  | |  | |
| Ever | |  | | |  | |  | |
| Total hours/week | |  | | |  | |  | |
| Moderate hours/week | |  | | |  | |  | |
| Vigorous hours/week | |  | | |  | |  | |
| **Total N** | |  | | |  | |  | |
| **Example A: Association of exposure and outcome risk** | | |  |  | |  | |  | |
|  | **Ever** | | **Ever p-value** | **HR (95% CI)1** | | **HR (95% CI)2** | | **HR (95% CI)3** | |
| Family history of liver disease |  | |  |  | |  | |  | |
| Specific types of family history of liver disease |  | |  |  | |  | |  | |
| Family history of diabetes |  | |  |  | |  | |  | |
| Family history of cancer |  | |  |  | |  | |  | |
| Specific types of family history of cancer |  | |  |  | |  | |  | |
| 1Model 1 adjusted for baseline age, education, income, occupation data, and gender | | | |  | |  | |  | |
| 2Model 2 adjustments include Model 1 and baseline history of smoking, alcohol, population density, total Kcal, diabetes, and combined hepatobiliary conditions | | | | | | | | | |
| 3Model 3 adjustments include Model 2 and hormonal-factors include age of menarge, menopause, parity, and HRT | | | | | |  | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Example B: Association of exposure and outcome risk** | | |  |  |  |
|  | **Outcome** | | | | |
| **BMI** | Cases N (%) | Controls N (%) | Median | HR (95% CI)1 | P-trend1 |
| <25 |  |  |  | Reference |  |
| 25-29.99 |  |  |  |  |
| 30-34.99 |  |  |  |  |
| >=35 |  |  |  |  |
| 1Model 1 adjusted for baseline age and gender | | |  |  |  |
| 2Model 2 adjustments include Model 1 andeducation, baseline history of smoking, alcohol, total Kcal, and diabetes | | | | | |
| 3Model 3 adjustments include Model 2 and hormonal-factors include age of menarge, menopause, parity, and hormone-replacement therapy | | | | | |

**References**