

# Macmillan Survivorship Research Group Checklist for Papers using MSRG datasets

Version 1.0

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**Funded by**

**MACMILLAN  
CANCER SUPPORT**

## **Instructions**

All papers arising from Macmillan Survivorship Research Group (MSRG) Datasets must be sent to MSRG ([msrg@soton.ac.uk](mailto:msrg@soton.ac.uk)) for approval at least 30 days prior to submission. We expect to process all papers within one month of receipt. We read all papers to check confidentiality is protected and to ensure that the paper will not bring MSRG into disrepute. We also provide advice and feedback to authors where we feel this may be helpful.

The checklist is on page three, along with some accompanying notes explaining these requirements. Dataset-specific information, including appropriate text to insert, is provided on page four.

A signed and completed checklist must be included with each paper submitted for approval. Please send the paper(s) and completed checklist to [msrg@soton.ac.uk](mailto:msrg@soton.ac.uk).

## CHECKLIST

Name of corresponding author:

Title of paper:

Funding Body:

- I am sending this checklist at least one month before the paper will be submitted
- I have included a reference to the **Study Protocol Paper** and/or other relevant publication(s)
- I have included the appropriate **co-authors** from the MSRSG research team
- I have included an accurate description of the **ethical approval**
- I have included an accurate **acknowledgements section**
- I have **statistical expertise or have consulted a statistician** about the analysis
- I will return any **derived variables and accompanying documentation**<sup>1</sup>
- I will send a copy of the **final submitted manuscript and revised versions**
- I will let the MSRSG know **when the paper is accepted for publication**
- I will send through a **paper and electronic copy of the final paper**
- I will liaise with MSRSG over **media coverage**<sup>2</sup>

1. By derived variables we mean new variables that have been derived using at least two existing variables, (rather than simple recodes) or other variables that do not currently exist in the dataset that may be of use to other collaborators. Derived variables will be archived by the MSRSG and may be made available to future data users. This will be followed up on approval of your manuscript. A copy of the final data set should be returned to the MSRSG.

2. Where appropriate we encourage media coverage of papers arising from MSRSG datasets to raise its profile and in particular to show participants that the study is producing interesting and valuable findings. Please inform MSRSG if you know there is going to be a press release and let us know about any coverage arising from this.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## DATASET-SPECIFIC INFORMATION

### 1. Cohort study of the recovery of health and wellbeing following colorectal cancer (CREW study)

**Study Protocol Paper:** Fenlon, D., Richardson, A., Addington-Hall, J., Smith, P., Corner, J., Winter, J., & Foster, C. (2012). A cohort study of the recovery of health and wellbeing following colorectal cancer (CREW study): protocol paper. *BMC Health Serv Res*, 12, 90.

**Ethical approval:** The original ethics application, REC reference number 10/H0605/31 was approved by Oxfordshire REC B on 10 September 2010. The research and development departments at all participating hospitals also approved the study. Subsequently, the study was assigned IRAS number 51866 and approved by the Health Research Authority. Copies of all study-related documentation are available on request.

**Acknowledgements section:** The following is a standard acknowledgements section that should be included in all papers:

*“This publication presents data from the CREW (ColoREctal Wellbeing) study. The study was funded by Macmillan Cancer Support (CI: Claire Foster, University of Southampton).”*

### 2. HORIZONS: a cohort study to explore recovery of health and well-being in adults diagnosed with cancer

**Study Protocol Paper:** Foster, C., Calman, L., Richardson, A., May, C., Rogers, A. & Smith, P.W. (2012). HORIZONS: a prospective cohort study to explore recovery of health and well-being in adults diagnosed with cancer. *Submitted*.

**Ethical approval:** The original ethics application, REC reference number 16/NW/0425 was approved by North West - Lancaster Research Ethics Committee on 20 June 2016. The research and development departments at all participating hospitals also approved the study. Subsequently, the study was assigned IRAS number 202342 and approved by the Health Research Authority. Copies of all study-related documentation are available on request.

**Acknowledgements section:** The following is a standard acknowledgements section that should be included in all papers:

*“This publication presents data from the Macmillan HORIZONS Programme funded by Macmillan Cancer Support and established by the Macmillan Survivorship Research Group, University of Southampton (CI: Claire Foster, University of Southampton)”*