ATLANTA WIHS CS DEVELOPMENT & SUBMISSION FLOW CHART

Before CS Development/Submission:
1. Get familiar with WIHS study & resources
2. Gain access to WIHS admin website
3. Make sure that your CS does not overlap with other WIHS concepts
4. Make sure that data/specimens that you plan to request are available in WIHS
5. Make sure that your proposed new data/specimens collection is feasible
6. Obtain WIHS Concept Sheet form

Write/revise your proposal, using WIHS CS form

Submit/resubmit your proposal to Atlanta WIHS, using Atlanta WIHS website

Atlanta WIHS Review:
After submission, your CS will first be reviewed by Atlanta WIHS team: Atlanta WIHS PIs, PD, DM, Regulatory Coordinator, and Biostatistician

CS Needs Revision:
Your CS is emailed back to you with comments. Please, revise and resubmit.

CS is Pre-Approved:
Atlanta WIHS team pre-approves CS and forwards it to the National WIHS

National WIHS Review:
National WIHS EC reviews CS

Congratulations, your CS is approved!
CS PIs receive CS approval letter from WDMAC. Read Approved CS Implementation Process document for next steps.

Abbreviations used:
CS – Concept Sheet
PIs – Principal Investigators; PD – Project Director; DM – Data Manager
EC – Executive Committee
WDMAC - WIHS Data Management and Analysis Center