

## The EACPR Science Committee (SC):

### Rules for the Endorsement

#### Article 1: Aim

The aim of the Science Committee (SC) of the EACPR is to ensure that the scientific and/or educational initiatives (e.g. studies, manuscripts, books, courses, conferences, symposia, surveys, research projects/program) applying for the endorsement of the EACPR fulfil the philosophy and goals of the Association.

#### Article 2: Criteria for general endorsement by the EACPR

In order to be endorsed by the EACPR, projects should fulfil the following criteria:

- The topics should be relevant and of importance in the areas of interest of the Association.
- The proposed initiative should be scientifically sound, ethically acceptable, based upon high standards of scientific research, and transparent with any potential conflict of interest declared.
- It should address issues of importance at the international level. It should include teams from at least two different countries.
- It should be proposed by one or more bodies of the Association (Section, Committee). Collaboration with external bodies may be acceptable if of well established and recognized expertise and authority in the specific field of initiative
- The projects should be financially autonomous. No financial support should be asked to the EACPR.
- The application should be performed at a preliminary stage of the development of the proposed initiative (preferably at the stage of its designing and definition), by filling an [Activity Proposal Form](#) available from the EACPR website.
- The title should specify that the scientific contribution is « ... on behalf of the XX section (if applicable) of the European Association for Cardiovascular Prevention and Rehabilitation ».

In case of manuscript or scientific study

- The research projects should be original. The topics should be compatible with the goals of the Association and cover areas where there is lack of evidence, of knowledge, or unclear aspects.
- Should quality and scientific issues occur, the proposed study or manuscript should be assessed by outside reviewers.
- Upon endorsement by the EACPR, the final draft of the manuscript / research report should be provided to the SC for a definite and formal approval.

#### Article 3: Authorship

Initiatives should be proposed by Sections, Committee of the EACPR, in case, in collaboration with ESC scientific organisations and/or external experts. The SC may propose contributors of international reputation.

#### Article 4: Types of scientific manuscripts

The scientific manuscripts include (but are not limited to) the elaboration and publication of recommendations, position papers and scientific documents on topics of current interest.

## Annex: Procedures

### Why is it necessary to apply?

Only initiatives revised and endorsed by the SC can be presented and/or published on behalf of the EACPR.

### Who may apply?

Any member of the EACPR can apply. The proposal should always be submitted through one or more Bodies [(Section(s) or Committee(s)] . The Body(s) provide a written proposal stating why the proposal is appropriate for the endorsement.

### When to apply?

The application should be performed at a preliminary stage of the development of the proposed initiative (preferably at the stage of its designing and definition). This will allow the SC to:

- Identify the potential conflict with other ongoing activities
- Inform the Board
- Inform the Authors accordingly.

A favourable opinion of the preliminary application by the SG is necessary but the complete Endorsement process needs the revision of the final version of the scientific work with acceptance by the SG (and EACPR board when needed).

### What is necessary to present?

In the preliminary phase, a one page summary [**Activity Proposal Form**] stating

- The title of the initiative;
- The topic;
- The aim;
- The writing/faculty (in case of a course) group (including external experts)
- The collaboration with external bodies;
- Any potential conflict of interests;
- The funding (if applicable).

To this aim, **Activity Proposal Form** available from the EACPR website should be filled in with the following information:

- The topic and need for the activity in the light of the Association goals,
- Rationale and available scientific evidence;
- Document, Table of contents outline; or the preliminary program (in case of Educational course)
- Proposed writing group (or faculty) and Chair(s);
- Required resources from the EACPR (other than funding);
- Any potential conflict of interests;
- Funding (if applicable);
- Timeline.

## What is the obligation of the SC?

- The proposed initiative should undergo through a revision process, balanced, transparent, objective, scientifically correct, based on the Article 1 and 2 of the present document.
- Each proposal will be assigned to a member of the SC, expert of that particular area, which will be on charge to review the existing literature and the potential conflict with existing ECG Guideline. For this important issue, advices may be requested from the Committee of Practice Guideline of the ESC
- The initial internal peer review may require further opinions and comments from external referees in case of controversies or in case of the lack of specific expertise on the proposed initiative inside the SC. The authors themselves may suggest external referees.
- At the end of this process the initiative will be discussed and voted within the SC. A formal and scientifically substantiated response to the applicant will be provided. The response may include the acceptance, rejection or request for additional information, minor or major revision, before the application is considered adequate.
- Therefore the applicants may be required for amendments and consequently further submissions of their initiative: to this a detailed response point-to-point to the comments raised by the referee should be provided together with the revised application.
- The SC evaluates the proposals within 4 weeks after reception.
- Once a proposal has been accepted, the member of the SC on charge serves as the contact person during the whole writing and submission process. This member will also review and where appropriate add contents to the manuscript. In the end he/she will appear as a co-author.
- The final draft of the manuscript / research report should be provided to the SC for a definite and formal approval (Article 3)
- The final approval should be shared with the EACPR Presidency and Board

## Authorship

- All the members of the SG should be acknowledged as reviewers of the initiative (manuscript / research report) in the final form/publication.

Paris, 12 January 2013