

Sepsis Canada Grants and Manuscripts Review

BACKGROUND: Below is a description of the mandatory process for seeking Sepsis Canada endorsement of manuscripts or grant proposals. The review process is integral to the excellence of the research and success of our researchers. To seek endorsement of Sepsis Canada and use of the Sepsis Canada name, all grants and manuscripts must be submitted for internal peer review before submission to a funding program or journal.

PROCESS FOR REQUESTING SEPSIS CANADA ENDORSEMENT:

How: Submissions should be made by email to the Grants and Manuscript Committee Chair: Chong-How (Edmund) Tan cetan@dal.ca. When submitting, please also provide the names of 2 potential reviewers.

When: As soon as possible, but at least two weeks prior to the grant submission deadline or before you intend to submit a publication for review.

Manuscripts Endorsement: Please review the [Sepsis Canada Authorship and Publication Policy](#) for manuscripts from Sepsis Canada-endorsed projects. We also request that internal peer reviewers be recognized in the acknowledgements of the manuscript.

Grants Endorsement: This is a necessary step to receive a letter of support from Sepsis Canada for your application. In addition, when submitting the grant for review, researchers are asked to provide the following information:

- 1) The name of the funding agency
- 2) Notice of decision date
- 3) Funding start and end date
- 4) Proposed budget of the grant

Endorsement From Sepsis Canada And The Canadian Critical Care Trials Group (CCCTG):

If you are seeking endorsement from Sepsis Canada and the CCCTG for a grant or manuscript, you can streamline the process (and reduce duplication of reviews) by contacting the CCCTG Grants and Manuscript chair Dr. Stephanie Sibley (7srs2@queensu.ca) and indicate that you are seeking endorsement from both organizations. Please ensure that you initiate the endorsement process with the CCCTG and that you clearly indicate you are seeking endorsement from the CCCTG AND Sepsis Canada.

TERMS OF REFERENCE:

1. Mandate, scope and eligibility: All grants and manuscripts need to undergo an internal peer review process that is coordinated by the Grants and Manuscripts committee.

2. Pre-review by the co-investigators or co-authors: We recognize that the version submitted for review may not be the final version. However, it should be as complete as possible, and all co-investigators/co-authors must approve the application/manuscript before it is submitted to Sepsis Canada for review.

3. Reviewers: All members of Sepsis Canada who have relevant content and/or methods expertise can serve as reviewers. The co-chairs of the Grants and Manuscripts committee



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allocate grants and manuscripts for review according to expertise, and with the spirit of 'spreading the work around' to all potential reviewers.

4. Time frame and deadline for submission: Authors are required to submit their grants or manuscripts to the Grants and Manuscripts committee for review as soon as possible, or at least 2 weeks before the grant deadline or the anticipated date of manuscript submission. Investigators/authors must inform the Grants and Manuscripts committee of the date that they plan to submit their grant/manuscript and the date the grant is due at the granting agency. The Grants and Manuscripts committee endeavors to have reviews completed within approximately 2 weeks (circumstances pending) from the date of submission of the last version of the grant/manuscript forwarded to the committee.

5. Reviewer number and selection: Each grant/manuscript are reviewed by 2 independent reviewers. Most documents benefit from one methodologic review and one content review. In rare circumstances, the Grants and Manuscripts committee may request a third review (e.g., discordant reviews etc). In the rare event of a legitimate request for rapid turn-around of Sepsis Canada reviews (eg. for a time-sensitive report), the Grants and Manuscripts committee select reviewers who can meet required timelines. If an investigator/author states a preference for a particular reviewer, the Grants and Manuscripts committee tries to request a review from this person. For protocol publications, the Grants and Manuscripts committee may only select one reviewer depending on timing and availability.

6. Review responses: Reviewers must send their reviews to the Grants and Manuscripts committee (via Edmund Tan) within 2 weeks of receipt of the documents for review (unless there is a request for rapid turn-around).

7. Record of reviews: The Grants and Manuscripts committee keeps a record of who has been requested to review and capture data on when and whether the review was declined, accepted, or there was no response to a request for review.

NOTE: This document has been created by modifying the CCCTG Grants and Manuscript review document.

