



Multi-Centric Analysis Process for scientific projects

Geneva, July 2, 2020
version 2

The last version of this document, concept sheet template, study protocol, variable description and other relevant information can be found on the official website of the project (<https://www.unige.ch/medecine/hospital-covid/>).

1. Organizational structure of the Scientific Committee and their duties.

The scientific committee (SC) consists of the following members:

1. The two principal investigators (PIs) of the Swiss Covid-19 Hospital Surveillance
2. One representative of the Federal Office of Public Health
3. Two representatives of the participating University hospitals
4. Two representatives of the participating non-University hospitals
5. One representative of Swissnoso (can also be representative of participating hospitals)
6. One representative of the Swiss Society of Infectious Diseases

Duties of the SC:

1. The SC shall ensure the quality of the publications based on this surveillance.
2. The SC reviews all submitted projects and decides if a project is in line with the aim of the surveillance.
3. The SC supports the redaction of scientific articles if needed.

2. Organizational structure of the Organizing Committee and their duties:

The organizing committee (OC) consists of the following members:

1. Dr. Jonathan Sobel
2. Mr. Erol Orel
3. Dr. Maria Süveges
4. Dr. Sara Botero-Mesa
5. Prof. Olivia Keiser

Duties of the OC:

1. The OC are the contact persons for the submission of a new project (located at the institute of Global Health, at the University of Geneva).
2. The OC will do the first administrative review of the project, and forward it to the SC thereafter.
3. The OC will prepare and distribute the agenda for meetings to the SC (if necessary).
4. The OC will provide the requested anonymized data to the project leader.
5. The OC are responsible for answering questions about the database and the provided data sets.

3. Voting of the SC

Each member of the SC has one vote. A majority of votes are needed to accept the project (irrespective of the number of people who vote). In case there is an equal number of positive and negative votes, the FOPH will make the final decision. PIs of a hospital have the option to opt-out from a particular scientific study even if the project was selected according to the signed Protocol_24042020.docx. No opt-out is possible for the routine surveillance done by the Federal Office of Public Health.

4. Type of submissions

There are two types of submission listed in 3.1-3.2. A successful submission must follow the procedure listed below:

- The Concept Sheet must be completed and sent to the responsible persons indicated at the end of the document (see organizing committee members OC listed below).
- The OC will do a first administrative review (i.e. check for completeness and duplication of planned work¹) of submitted projects for multi-centric analyses and forwarded to the SC for voting (see point 2) if all administrative criteria are fulfilled within three days of the submission.
- The SC will decide if the project is selected within fourteen days after submission.
- Selected projects will be submitted to all sites for review. Sites must announce to the OC whether they agree to the use of their data within 14 days.

For submissions of type 3.2 an approval from the Ethics Committee is necessary.

3.1 Submission of **epidemiological studies** using only data available in the COVID-19 hospital surveillance system. These studies have already been approved by the Ethics Committee, and no further submission is needed.

This procedure is not needed for studies done by the PI of a hospital using their own data (their own data can be used by the hospital PI at any time without asking for any approval). If other persons from the same hospital would like to do analyses with the data of their hospital, they must contact the PI of their hospital.

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In case of a potential duplication of a project, the CEC will inform the authors of the concept sheet. In order to prevent duplicate projects, a list with the titles and abstracts of all selected projects will be published on the project website: <https://www.unige.ch/medecine/hospital-covid/>

3.2 Submission of a project that uses **additional data** or uses data for other purposes (for instance clinical research).

This type of project requires additional approval by the Ethics committee via amendment or new ethics submission. The OC assesses if any changes in the already signed protocol are needed and coordinates the submission to the ethics committee. The submission will be done either by the OC or the project leader via the website of Swiss Ethics (<https://swissethics>). The costs for the ethics submission need to be covered by the project leader.

5. Timeline

4.1 Timeline for submission of a project: There is no deadline, any person can submit a concept sheet anytime.

4.2 Deadline for reviewing the project by the OC: within 3 days after submission.

4.3 Deadline for first review and voting by the SC: within 7 days after receipt of the concept sheet. If the overall vote is positive and the project is accepted, the concept will be sent by the OC to all participating hospitals.

More detailed comments can be sent by the scientific board members to the OC up to 14 days after receipt of the Concept Sheet.

4.4 Deadline for site to announce to the OC whether they agree to the use of their data: within 14 days.

6. Authorship

Any site is free to publish its own results without including any other investigators provided that the PI of the site agrees. Authorship follows the ICMJE criteria (<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>). All those designated as authors should meet all four criteria for authorship listed above, and all who meet the four criteria should be identified as authors:

- Substantial contributions to the conception or design of the work or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Contributors who meet fewer criteria should not be listed as authors, but should be acknowledged.

There will be a maximum number of authors per contributing hospital. This number and contribution by hospital unit will be determined by the SC.

7. Submission of abstracts to conferences and submission of publications to journals

All conference abstracts must be sent to potential co-authors at least 7 days before submission deadline.

Draft scientific articles should be circulated to all potential co-authors. Co-authors should send their comments within 10 days of receiving the publication.

A copy of both, the conference abstracts and scientific publication, should also be sent to the OC members.

8. Contact persons from the OC for the submission of Concept Sheet for the multi-centric analysis and provision of data:

- Covid-19 and Influenza projects : ch-sur@unige.ch