# Atlanta MACS/WIHS CCS Concept Sheet (CS) Development & Submission

#### **Before Concept Sheet Development & Submission:**

- 1. Meet with the Project Director
- 2. Get familiar with MACS/WIHS CCS study & resources
- 3. Verify that your concept does not overlap with other concepts
- 4. Verify that the data and/or specimens you plan on requesting are available.
- 5. Conduct a feasibility assessment for the proposed work
- 6. Verify you have the link for submitting your concept to the Atlanta MACS/WIHS CCS review team

Write/revise your proposal, using the Atlanta MACS/WIHS CCS Concept Sheet Submission

Submit/resubmit your proposal to Atlanta MACS/WIHS CCS team using the Atlanta website

### Atlanta MWCCS Review (2 weeks):

After submission, your CS will first be reviewed by Atlanta MWCCS team: Atlanta PIs; the Project Directors Data Manager, Biostatistician, Lab Director

#### **Concept Sheet Needs Revision:**

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

#### **Concept Sheet is Pre-Approved Locally:**

Please, submit your CS to the national MACS/WIHS CCS review team, using the DACCTrack system.

#### National MACS/WIHS CCS Review (2-4 weeks):

Completed by the MWCCS Work Group(s)

#### **Congratulations: Concept Sheet is approved!**

PIs receive Concept Sheet approval letter. Read Approved Concept Sheet Implementation Process document for next steps and Email the approval with the Atlanta Project Director (PD).

## **Abbreviations used:**

**CS** – Concept Sheet

**PIs** – Principal Investigators

**PD** – Project Director

**DM** – Data Manager