**Urology Clinical and Translational Sciences (UCATS)**

**Urologic Oncology Outcomes Data Sets: Research guidelines for new investigators & trainees**

- UCSF investigators work regularly with data from the Cancer of the Prostate Strategic Urologic Research Endeavor (CaPSURE) and the Urologic Oncology Database (UODB) prostate, renal, and bladder studies.
- Study descriptions for CaPSURE and UODB are on the Urology Department web site.
- Residents, fellows, and other UCSF investigators are first authors on presentations and manuscripts.
- Data requests must be topic-specific, there are no data sets available for exploratory use.
- Peter Carroll must review and approve all requests before work begins.
- A faculty epidemiologist (June Chan or Stacey Kenfield) must approve all data analysis plans.
- First authors work with a Urology Department statistical analyst who provides data analysis support.

**Project cycle**

The *project proposal* includes background and a brief literature review supporting the need for the study, objective, description of the patient cohort, exposure variable of interest, outcome, measures, and methods.

<table>
<thead>
<tr>
<th>Steps</th>
<th>The <em>analysis plan</em> specifies study questions, cohort inclusion/exclusion criteria, independent exposure variable and covariates, dependent outcome variable, description of measures, exposure &amp; outcome definitions, and statistical analysis.</th>
<th>The <em>initial findings</em> are presented in a conference abstract that includes background &amp; literature review (from the proposal), cohort, measures &amp; statistical methods (from the analysis plan), results (from the analytic summary reports), and conclusions.</th>
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</table>
| 1.    | First author meets with faculty advisors to decide the study topic and then submits data request and data use agreement via the Urology web site. | **Steps**
| 2.    | First author checks with Imelda Tenggara to comply with CHR regulations. | 9. First author circulates *draft abstract* to the project team 2 weeks before deadline; coauthors review it and provide comments to first author.
| 3.    | Peter Carroll & faculty review and approve study proposal and the study is assigned a project ID by Janet Cowan. | 10. First author incorporates all comments and circulates *revised abstract* to all coauthors; coauthors review it and provide approval to first author.
| 4.    | First author’s project team is finalized and includes faculty mentors/senior authors, coauthors, and statistical analyst. | 11. First author and statistical analyst complete technical reviews of all content, numbers, tables, graphs.

9. First author circulates *draft abstract* to the project team 2 weeks before deadline; coauthors review it and provide comments to first author.

10. First author incorporates all comments and circulates *revised abstract* to all coauthors; coauthors review it and provide approval to first author.

11. First author and statistical analyst complete technical reviews of all content, numbers, tables, graphs.

12. First author or other reader carefully proofreads abstract for content, flow, grammar, and spelling and sends *final abstract* to all coauthors.

13. First author submits abstract to professional conference and notifies coauthors after submitting and upon acceptance/rejection.

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The final manuscript is published in peer-reviewed professional journal. Feedback from conference presentations should be used to enhance the analysis and final paper. The first author then outlines in detail the paragraphs for the background, methods, results, and discussion, presenting content in the same order in each section. S/he collaborates with mentor and senior author on interpretation and discussion and with the statistical analyst on the methods, results, tables and figures.

Steps
1. The project team meets to plan and outline the manuscript.
2. First author and selected team members draft the manuscript, carefully proofreading for content, flow, grammar, and spelling.
3. First author circulates draft manuscript to the project team; coauthors review it and provide comments to first author.
4. First author incorporates all comments and circulates revised manuscript to all coauthors; coauthors review it and provide approval to first author.
5. First author and statistical analyst complete thorough technical reviews of all content, numbers, tables, graphs.
6. First author or other reader carefully proofreads abstract for content, flow, grammar, and spelling and sends final manuscript to all coauthors.
7. First author consults with a faculty member to identify an appropriate journal, checks that journal’s guidelines for authors and submission, and collects all authors’ disclosure and copyright forms.
8. First author submits manuscript to professional journal and notifies coauthors after submitting and upon acceptance/rejection.

Revising and resubmitting manuscripts
9. Rejected manuscripts: the project team decides whether to revise and/or to which journal to submit to next, utilizing any reviewer comments received.
10. Accepted manuscripts: first author works closely with all coauthors and statistical analyst to revise the paper according to reviewers’ comments, and prepare a response letter to accompany the revised manuscript.
11. First author notifies coauthors after resubmission and at final acceptance.

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Professional urologic oncology organizations & meetings

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<tr>
<th>Organization</th>
<th>Abstract Deadline</th>
<th>Annual Meeting</th>
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<tbody>
<tr>
<td>Western Section AUA</td>
<td>Jun 10, 2015</td>
<td>Oct 25-29, 2015 Indian Wells, CA</td>
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<tr>
<td>Society of Urologic Oncology (SUO)</td>
<td>Aug 16, 2015</td>
<td>Dec 2-4, 2015 Washington, DC</td>
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<tr>
<td>ASCO Genitourinary Cancer Symposium (GUCS)</td>
<td>Sep 9, 2015</td>
<td>Jan 7-9, 2016 San Francisco, CA</td>
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<td>American Urological Association (AUA)</td>
<td>Nov 3, 2015</td>
<td>May 6-10, 2016 San Diego, CA</td>
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<td>American Society of Clinical Oncology (ASCO)</td>
<td>Feb 2, 2016</td>
<td>Jun 3-7, 2016 Chicago, IL</td>
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Key faculty and staff contacts
Complete contact information is on the Urology Department web site for the following people:

Faculty
- Peter R. Carroll, MD, MPH
- June M. Chan, ScD
- Matthew R. Cooperberg, MD, MPH
- Stacey Kenfield, ScD
- Erin Van Blarigan, ScD

Scheduling for Peter Carroll
- Solyana Atnafsegad

Director, Data Operations
- Jeanette (Jenny) Broering, RN, MPH, PhD

UCATS Stats Group
- Janet Cowan, MA
- Shoujun Zhao, MD PhD
- Niloufar Ameli, MS

Director, Clinical Trials Office
- Imelda Tenggara

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