

MAT-LINK Proposal and Analytic Plan Form

Date Submitted:	
Title of Project:	
Analytic Question:	
Timeline of Project:	
RDC Location of Access	<input type="checkbox"/> NCHS RDC, Hyattsville, MD <input type="checkbox"/> NCHS RDC, Rockville, MD <input type="checkbox"/> NCHS RDC, Atlanta, GA <input type="checkbox"/> NCHS RDC, Virtual Data Enclave (VDE)
Statistical Software (Select all that apply)	<input type="checkbox"/> SAS/SUDAAN <input type="checkbox"/> Stata <input type="checkbox"/> Other, specify: _____

Overview

The purpose of this proposal form is to understand the requestor’s intent for the use of the data and how output will be used once approved for release. Use of this form helps to ensure that the MAT-LINK Proposal Review Committee has all of the information needed to evaluate the proposed analysis and output you need for your final publication.

Planned Collaborators

List the name, organization, and role of all team members who will contribute to publications resulting from this project. To be listed on this form, an individual should participate in the project to the level expected to receive authorship credit. Unless otherwise specified, the MAT-LINK Team is not responsible for assisting beyond answering technical questions about the dataset. Accordingly, project teams should include investigators with the following skill sets:

1. Experience with analyzing surveillance datasets
2. Experience with the epidemiologic or statistical methodology to be used for the analysis
3. Experience with analytical programs (e.g., SAS, R, SPSS)

Name	Organization	Role*	Email	US Citizen? Y/N

*Roles may include Principal Investigator (list first) primary data analyst, analytic verification/replication, statistician, clinician, subject matter expert, senior author, etc.

Background

This section of the proposal helps the MAT-LINK Proposal Review Committee understand the intent for your proposed project and why it is a good use of public health resources. The Background sections could be repurposed as the introduction in the eventual manuscript describing the project. Include the following elements in your Background section:

- **Abstract.** Please limit to 300 words.
- **Literature Review.** Provide a concise summary in a few paragraphs, focusing on papers that discuss your topic or address the methodology that you plan to use. Please limit your summary to $\leq 1/2$ page and your reference list to ≤ 10 items.
- **Research Question(s).** Include study purpose, hypotheses, goals, or research questions.
- **Public Health Benefit.** Explain how your project contributes to public health knowledge and practice. Please limit to one paragraph.

Methodology

The purpose of this section of the proposal is to help the Proposal Review Committee understand your proposed analytic methodology. The committee evaluates the proposed methodology in advance to avoid problems that might not be apparent to investigators. Preapproval of the proposed methodology will reduce the risk of repeat work to address issues identified during the manuscript review process. When in doubt, err on the side of more detail. Well-written proposals include methodology sections that can be repurposed as the methods section in the eventual manuscript describing the project. NOTE: Only include in this proposal those analyses that can be published as a single manuscript. Large, multipart projects should be submitted in phases, with each subsequent phase being submitted after completion of the preceding phase.

Include the following elements in your Methodology section:

- **Data Variables Requested**
 - In the provided MAT-LINK Data Dictionary, mark X in column J to indicate which variables you intend to include in your analysis and submit alongside this completed proposal form.
 - The Data Dictionary includes a comprehensive list of variables and specifies which variables are available to request. If your analysis requires variables that are not indicated as available, please indicate which variables you need and the

MAT-LINK Proposal Review Committee will discuss with the CDC data analysts to determine whether they may be able to provide those variables.

- All data with indirectly identifiable information (e.g., dates of birth, dates of health care, etc.) will have shifted dates for additional protection.
- Please indicate whether you intend to link external data to MAT-LINK data in your analyses.
- **Analysis Plan**
 - Describe your proposed analytic plan in detail. For descriptive analyses, include any intended stratifications or cross-tabulations. For hypothesis testing, specifically identify all proposed outcome and predictor variables as well as any co-variables that you intend to include *a priori*. If you intend to test multiple hypotheses, address how you will compensate for issues with multiple testing.
- **Limitations**
 - Describe any known or anticipated limitations of your analysis.

Table Shells

The purpose of this section of the proposal is to help the Proposal Review Committee to understand what output you need for your intended publication. Include shells of any tables that you intend to include in your final manuscript. Table shells help the Proposal Review Committee ascertain any potential disclosure risks of the output you intend to generate for release.