

National Radiology Data Registry Access and Publications Policy

The goal of the ACR National Radiology Data Registry (NRDR) is to develop evidence on the practice of radiology in order to improve the quality of patient care. One component of achieving this goal is to disseminate information on the status and changes in practice through careful research and publication in high quality and high impact venues.

In order to maintain the quality of the evidence disseminated and to ensure that the collected data are managed appropriately in the research process, all requests for data acquisition from NRDR are reviewed by the Data Request Review Panel. The Data Request Review Panel is composed of member from the NRDR staff, Registry Committee, and NRDR Steering Committee Chair.

Data Analysis will be performed by ACR. Requestors will not have access to data for off-site analysis.

I. Access:

ACR welcomes any and all requests for analysis using data from the NRDR. Applications for data use will be accepted from a wide variety of requestors including registry participants, non-registry participants, industry and governmental organizations.

All applications will be reviewed by the Data Request Review Panel. Upon approval from the Data Request Review Panel, NRDR staff will work with the requestor to perform the requested analysis and provide results.

NRDR participants are eligible for funded access to information. Non-NRDR participants, industry, and government organizations are eligible for non-funded access. These groups are charged an hourly rate based on the number of administrative and statistical hours needed to complete the request.

II. Data Request Form:

Requester should complete the form to the best of their ability to convey their rationale for acquiring data from the NRDR. This form is submitted electronically to the ACR and Data Request Review Panel.

III. Review Process:

Data requests are reviewed by the Data Request Review Panel as follows:

- Submitted requests are assigned a member of the Data Request Review Panel as a Steering Liaison. The Steering Liaison will work with the requestor to answer questions about the data request process.
- A designated subset of the Data Request Review Panel will provide a rapid initial review of the request for scientific merit and feasibility.
- The initial review is forwarded to the full Data Request Review Panel for final approval or non-approval. The Data Request Review Panel reviews all pending requests for final approval or non-approval on periodic conference calls.
- Requestors will be notified about the approval status of their request within one to three months depending on the complexity of the data request.

- Data request status and evaluation feedback is supplied to the requester through the Steering Liaison, including anticipated time-lines for approved request completion.

Approved data requests are executed as follows:

- Approved requests are prioritized by the Registry Committee and NRDR staff on periodic conference calls.
- Analysis is conducted according to the committee's prioritization list.
- Approved requests are prioritized; however, analysis may be delayed. For example, the database is continually accruing patients and, therefore, certain topics may be better addressed once the database has greater power to answer the research questions adequately.
- As the research topic reaches the top of the analysis queue, the assigned ACR analyst will either a) begin to complete the analyses as outlined in the request form, or b) contact the requester to discuss analysis plan specifics.
- Analyses are delivered to the requester upon completion of analysis.
- Ongoing communications between the ACR analyst, requestor/primary author, and the Registry Committee continues throughout the analysis process, particularly with regard to interpreting the analysis results.

Other issues related to review process:

- If a funded request is not assigned a sufficiently high priority for funding, the request may be resubmitted as a non-funded request.
- Requesters are allowed one active request at a time.

IV. Manuscripts and Abstracts

- As a general rule, analyses for both the abstract and manuscript for a specific request will be performed on the same patient population. Exceptions include time-sensitive questions and results that benefit from a larger sample size.
- Authorship is discussed with the Data Request Review Panel and defined prior to drafting the abstract or manuscript.
- The primary author is responsible for the draft abstract or manuscript and circulating drafts among co-authors, including the NRDR staff and Registry Committee, incorporating edits and inputs.
- The ACR analyst is responsible for or closely collaborates with the primary author in the drafting of the statistical methods section of the manuscript.
- The primary author is responsible for submitting the edited version to the Steering Liaison who forwards it to the Data Request Review Panel for final approval.
 - Abstracts should be submitted 30 days prior to the abstract submission deadline.
 - Manuscripts should be submitted within approximately 45 days of receiving complete data analysis or within 45 days of presenting the abstract if both manuscript and abstract were requested.
- The Steering Liaison circulates the manuscript or abstract among the Data Request Review Panel, and any other individuals identified by the primary author.

- Turn-around time for feedback to the primary author or communication of reason for delay should be no more than two weeks.
- **A manuscript cannot be submitted for publication unless it has been reviewed by the Data Request Review Panel.**
- All comments about the manuscript are directed to the primary author. The primary author is responsible for consolidating and incorporating this input into the manuscript.
- Final versions of all manuscripts must be submitted to the Steering Liaison two weeks prior to submission. The Steering Liaison circulates the final manuscript to the Registry Committee.
- The Registry Committee must approve submission of the manuscript by majority vote.
- The Steering Liaison informs the primary author about the decision of the committee.

Failure to be responsive in terms of time or quality of manuscript results in the Data Request Review Panel considering reassigning the topic to another primary author.

Citation Policy:

For abstracts and manuscripts requiring analysis support from ACR:

- If only non-ACR staff involved: Authors must incorporate the following disclaimer statement within their manuscript.

This research was supported by the American College of Radiology's National Radiology Data Registry (NRDR). The views expressed in this manuscript represent those of the author(s), and do not necessarily represent the official views of the NRDR or the American College of Radiology. The authors wish to thank ACR staff for assistance in preparation of the <REGISTRY> data and acknowledge guidance and input by the <REGISTRY> steering committee for this analysis.

- If involving ACR staff (either as an author or providing analysis): Authors must incorporate the following disclaimer statement within their manuscript.

This research was supported by the American College of Radiology's National Radiology Data Registry (NRDR). The authors wish to thank ACR staff for assistance in preparation of the <REGISTRY> data and acknowledge guidance and input by the <REGISTRY> steering committee for this analysis.

For permission to use existing/public registry data (not requiring ACR analysis support), authors must incorporate the following disclaimer statement within their manuscript.

This research was supported by the American College of Radiology's National Radiology Data Registry (NRDR). The views expressed in this manuscript represent those of the author(s), and do not necessarily represent the official views of the NRDR or the American College of Radiology (ACR). The authors wish to thank the <REGISTRY> steering committee and ACR staff for the use of registry data.

For permission to reference existing/public registry data (not requiring ACR analysis support) in presentation please use the following disclaimer.

<REGISTRY> data used in agreement with the American College of Radiology and the National Radiology Data Registry (NRDR). The views expressed in this manuscript represent those of the author(s), and do not necessarily represent the official views of the NRDR or the American College of Radiology (ACR).

V. Authorship

- Authorship is limited to those individuals who make substantial comments and suggestions, in accordance with the uniform manuscript requirements of the International Committee of Medical Journal Editors:
 - Concept and design, acquisition, or analysis and interpretation of the data,
 - Writing and revision of the manuscript, and
 - The decision to publish the final version.

All three of these conditions must be met for authorship. Primary authors will be asked to specify the contributions of all co-authors included on a given manuscript.

- The primary author is encouraged to discuss authorship of the investigation during the development stages of the project, in order to identify the role and contributions of the Data Request Review Panel members participating.
- The Data Request Review Panel members who have served as reviewers and advisors for the process should be included as co-authors. The statistician and/or ACR analyst should in nearly all cases be represented as a co-author on the paper.
- Authorship will be limited to 10 authors, except for select circumstances as determined by the Registry Committee and the NRDR Steering Committee Chair. Specifically, the number of co-authors is intended to limit the addition of individuals who are outside the study and writing processes.
- The final selection of authors is subject to approval by the Registry Committee and NRDR Steering Committee Chair.