

1. Scientific Publication and Authorship Rules

Scientific results from the OptTEST project are intended to be announced in a coordinated and consistent manner as abstracts submitted to international/European HIV conferences, as well as in the form of manuscripts to be submitted to peer-reviewed journals. The OptTEST Steering Committee (SC) (consisting of all Partner leads) will provide scientific oversight by prioritising scientific questions to be addressed throughout the project period.

Partners and collaborators are encouraged to submit proposals for projects intended for public release for consideration to the SC for review. If approved, the project lead, in consultation with the SC, shall form a writing group and take the lead on abstract/manuscript development.

Submitting abstracts/conference presentations

- The SC encourages that first editions of all approved projects are submitted as abstracts to a scientific conference.
- The Project writing group will submit a draft version of the abstract to the SC for review at least two weeks prior to submission to the targeted conference. Upon completion of the review the SC may ask to re-review the abstract before submission.
- The Project writing group will revise the abstract, taking into account all comments wherever possible.
- The final version will be circulated to the SC after submission.
- The presenting author will be responsible for informing the SC of the decision of the conference committee.

Approved posters/oral presentations

- The Project writing group will circulate the scientific poster to the SC for review at least four weeks before the day of poster presentation. In turn, the SC should respond with comments within one week. Regarding oral presentations (and accompanying slides) the Project writing group will circulate appropriate materials at least 2 weeks before the day of the presentation; the SC should respond with comments within one week.
- The Project writing group will revise the abstract, taking into account all comments wherever possible. The final version will be circulated to the SC after the presentation.

All presentations and posters related to the OptTEST project should conform to the standardized format for slides and posters (templates found in Dropbox) and include the OptTEST and EU logos, alongside the standard statement acknowledging the EU funding (see 2 A, below). All presentations and posters should include the following text at the end of the co-authors list: ***“for OptTEST by HIV in Europe”***.

Authorship

The authors will adhere to the authorship rules agreed by the SC. These rules conform with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals created by the International Committee of Medical Journal Editors (“Vancouver Guidelines”).

Those centrally involved in the design and execution of the various tasks involved in the OptTEST project (i.e. coordination, analysis, overall decision making, and collection of data) will be co-authors on the scientific publications. In addition, co-authorships will be rotated fairly according to the Work Package the subject matter is related to.

The co-authors identified are also to provide scientific input to the specific publication(s). Furthermore, all OptTEST SC members and all sites contributing data to the study will be **acknowledged** in all publications/presentations.

The corresponding author of a manuscript submitted to a journal is responsible for obtaining Conflict of Interest Declarations and/or Copyright Transfer Agreements from all co-authors. The co-authors have a responsibility to respond in a timely fashion to requests for signatures for these forms.

2. Obligatory text to be amended to all OptTEST project presentations, articles and project materials

For all presentations, articles and materials based on the OptTEST project, it is obligatory to state acknowledgements, co-funding sources and also to provide a link to the OptTEST homepage (www.opttest.eu), where the SC and the wider project group are represented.

A) Funding statement

This text below must be included in **all** presentations and project materials:

“OptTEST is co-funded by the 2nd Health Programme of the European Union.”

Regarding slides and posters, the EU logo must be shown (with the above text alongside) every time the OptTEST logo is shown.

It is obligatory that any publication referring to the project (made by partners jointly or individually) shall indicate that the action has received funding from the Union and shall display the EU Emblem (see left).



For publications: “This [*insert description e.g. report, publication*] arises from the OptTEST project, which has received funding from the European Union, in the framework of the Health Programme (2008-2013).”

B) Disclaimer

Furthermore, a disclaimer must also be used when reporting project findings and results:

“The content of this [*report, publication, etc.*] represents the views of the author and it is his/her sole responsibility; it can in no way be taken to reflect the views of the European Commission and/or the Executive Agency for Health and Consumers or any other body of the European Union. The European Commission and/or the Executive Agency do(es) not accept responsibility for any use that may be made of the information it contains.”

C) Project Management

The OptTEST project is coordinating at Region H (the main Partner, CHIP) and overseen by a SC.

OptTEST SC members:

Jorrit Kabel- AIDS Fonds; Koen Block- EATG; Valerie Delpech – Public Health England;
Ann Sullivan – SSAT; Ruth Lowbury – MEDFASH; Yazdan Yazdanpanah – INSERM; Julian Hows – GNP+;
Julia Del Amo – ISC III; Kristi Rüütel – NIHD; Jens Lundgren – CHIP; Dorthe Raben – CHIP

OptTEST Partners

Main Partner- CHIP; Denmark

AIDS Fonds; the Netherlands

European AIDS Treatment Group (EATG); Belgium

Public Health England (PHE); UK

St. Stephen’s AIDS Trust (SSAT); UK

MEDFASH (Medical Foundation for HIV and Sexual Health); UK

Institut national de la santé et de la recherche médicale (INSERM); France

The Global Network of PLHIV (GNP+); the Netherlands

Instituto de Salud Carlos III (ISC III); Spain

National Institute of Health Development (NIHD); Estonia

OptTEST Collaborating Centres

Charles University Hospital Plzen, AIDS Centre Wojewodzki Szpital Zakazny, Warsaw; Poland

Charles University Hospital Plzen, AIDS Centre, Ippokration General Hospital, Athens; Greece

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