DC CFAR Academic-Community Partnership Paper Development Template

This paper development template has been used by academic-community partner teams within the DC CFAR to track the development of project related papers and publications. The aim of this template is to ensure that concepts that have been contemplated or proposed are given the time and resources needed to be both fully developed and fully representative of the insights and contributions of the full project team. The template provides an accountability mechanism for ensuring that team members have been consulted and engaged and that the timeline for input is transparent. This template can be modified to match the needs of any academic-community partner team. In our collaborations it typically provides the "agenda" for bi-weekly team paper meetings.

Proposed working title	Data to be used (e.g. qualitative, quantitative, both)	Lead author (e.g., first author with responsibility for bringing the paper to completion	Stage See key below	Next task and due date	Input and consultation needed from	Target journal

Stages:

1. Concept developed based on input from all team members
2. Data analysis
3. Tables and Results
4. Intro and discussion
5. Methods
6. Completing first draft
7. Internal review reflecting all team members
8. Revision based on internal review
9. Submission
10. Revise and resubmit
In press