

# Pre-registration workshop

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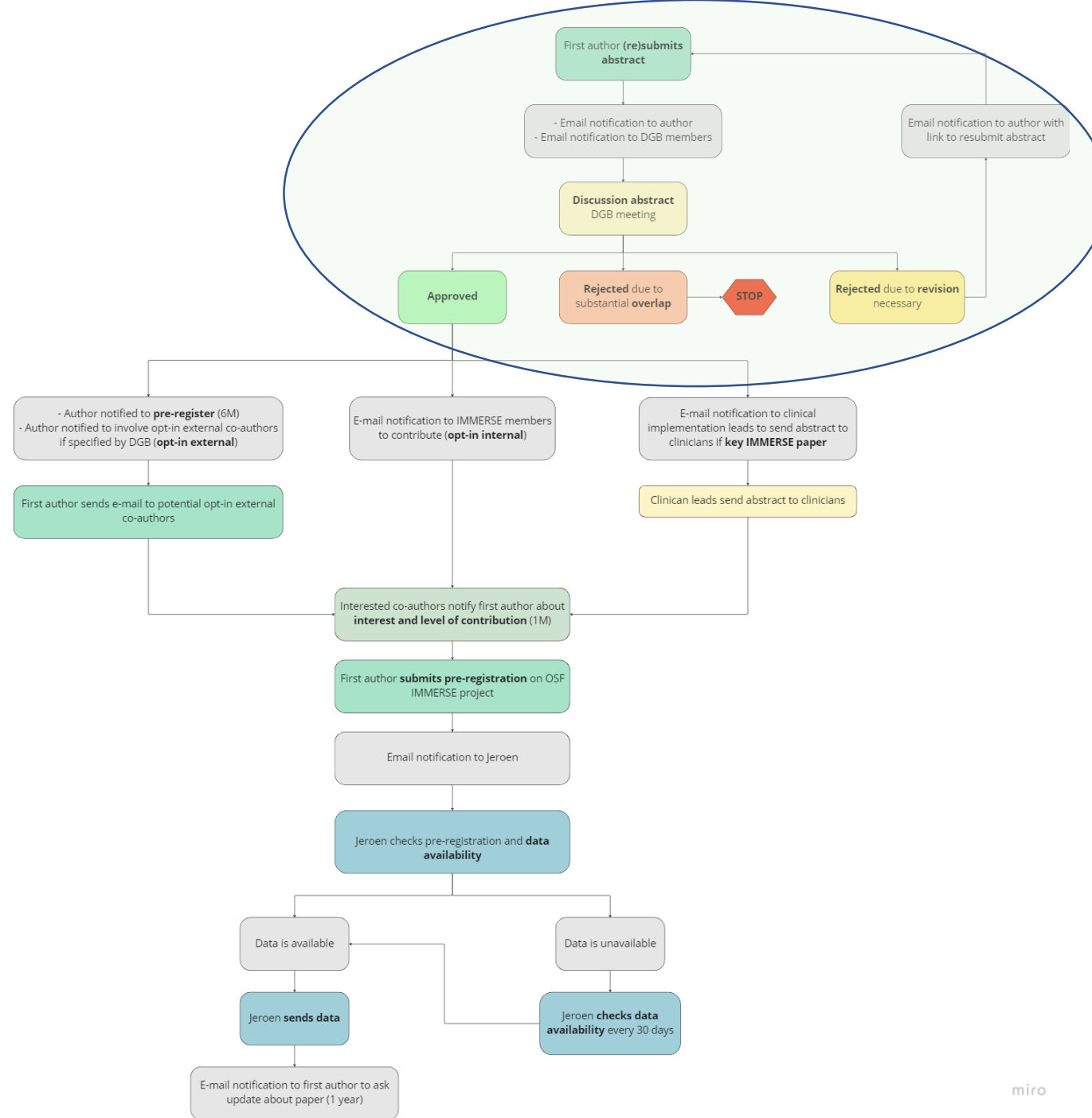
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# Topics

- DROPS
- Pre-registration on OSF

# DROPS

- What?
  - System for submitting abstracts
    - Submit; review; accept; preregistration (6m); data; write (12m); publish
    - Submit; review; resubmit; accept; preregistration (6m); data; write(12m); publish
  - Build using RedCap
- What for?
  - Delineates who does what research
  - Archives what has been (or is being) done by whom
  - Facilitates open-science practices and facilitates international collaboration
  - Exploitation [outsourcing expertise on system infrastructure to other consortia]



# First author (re)submits abstract

'read me' on basecamp:  [IMMERSE project](#) > [Docs & Files](#) > [Abstract submission](#)

To write a paper using IMMERSE data, you are required to get approval by the Data Governance Board (DGB). For this, you are required to submit your abstract via our IMMERSE abstract submission system: DROPS. To get started, click on the link below.

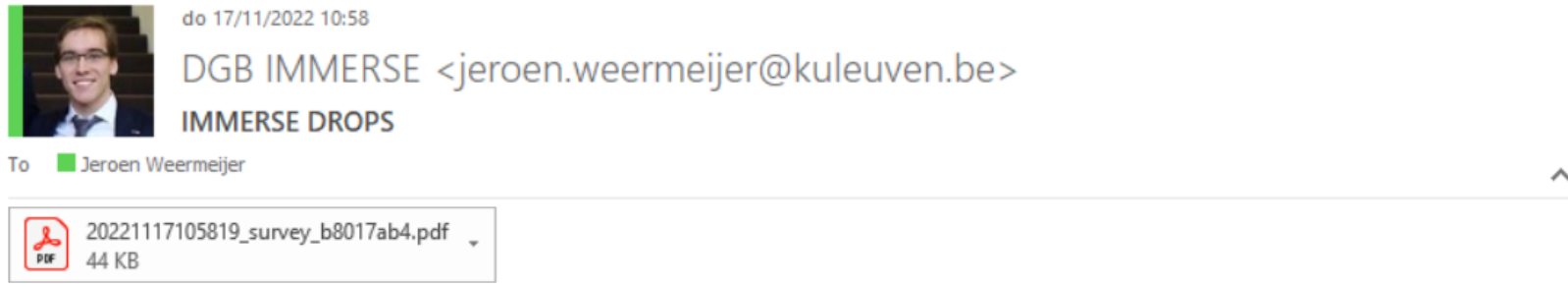
[IMMERSE Abstract Submission system \(kuleuven.be\)](#)

Filling in this survey will automatically send an e-mail to all members of the DGB, who will then read your abstract and discuss it during the next DGB meeting. The DGB will notify you whether your abstract is approved, requires revision, or is rejected.

**IMPORTANT:** please also view already approved abstracts to avoid submitting an abstract that is a copy of work-in-progress

[DGB: overview of abstracts](#)

# First author submits abstract: notification author



Dear author,

You have successfully uploaded your abstract within the IMMERSE Abstract Submission System. The Data Governance Board (DGB) will evaluate your abstract at their next meeting and inform you on their decision within one month after the meeting has taken place.

Kind regards,

the DGB members.

# First author submits abstract: notification DGB members



Dear DGB member,

An abstract was submitted to the IMMERSE abstract submission system. We would like to invite you to read the abstract before the next steering committee, provided that this meeting does not take place in the following 2 weeks. Submitted abstracts pending a decision are accessible via this link:

[https://redcap.gbiomed.kuleuven.be/surveys/index.php?\\_\\_report=TFRARRRE8X8N7RJM](https://redcap.gbiomed.kuleuven.be/surveys/index.php?__report=TFRARRRE8X8N7RJM)

Please keep the following evaluation criteria in mind when reading the abstract:

- Do you think the abstract is clear enough?
- Is there no substantial overlap with other (approved) abstracts?
- Is this potentially a key IMMERSE publication?
- Do you think of any relevant authors outside of the consortium (opt-in external authors) to involve in this paper?

For an overview of the approved abstracts, we gladly refer you to the following link, which can also be found on Basecamp:

[https://redcap.gbiomed.kuleuven.be/surveys/index.php?\\_\\_report=FN49HWL8F8XDKR47](https://redcap.gbiomed.kuleuven.be/surveys/index.php?__report=FN49HWL8F8XDKR47)

Many thanks in advance.

Kind regards,

Jeroen

# Discussion abstract DGB meeting

[A] Record ID 6

Reviewer = Matthias Schw...

Application [do not edit!]

Decision

[A] Record ID 9

Reviewer = Anton Heretik

Application [do not edit!]

Decision

[A] Record ID 12

Reviewer = Daniel Durstewi...

Application [do not edit!]

Decision

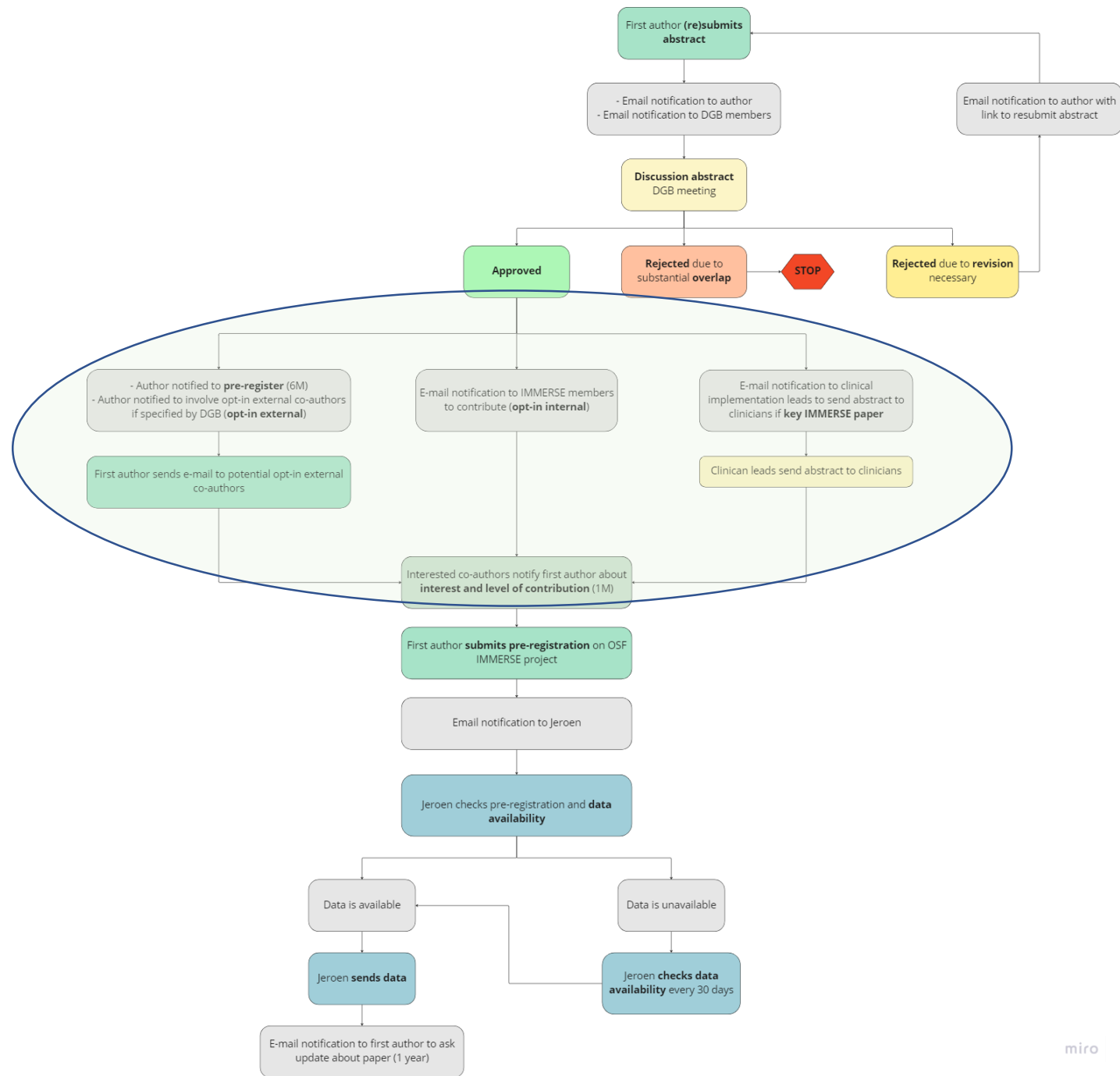
## - **Approved?**

- Potential opt-in external authors
- Key publication

## - **Rejected?**

- Substantial overlap
- Revision





# Abstract approved: notify author to preregister + opt-in external co-authors

Dear author,

Your abstract entitled test has been approved by the IMMERSE DGB. This means that your proposed hypotheses and methods are now under internal embargo within the IMMERSE project and cannot be used by any other author.

We will send you the data as soon as you have uploaded a preregistration for your paper on the IMMERSE OSF website. However, please note that the data can only be send if it is available (please consult project timeline or contact me).

- **Preregistration**

It is of note that preregistered reports are **mandatory** to acquire the data. We recommend writing the introduction and method section (including statistical coding) in parallel with your preregistration. If you are unfamiliar with the process of preregistration, please contact me.

You can upload your preregistration via this link:

[Preregistration OSF](#)

If the link above does not work, try copying the link below into your web browser:

<https://redcap.gbiomed.kuleuven.be/surveys/?s=YvmCY3kC3W4Aj9tF>

This link is unique to you and should not be forwarded to others.

- **Timeline**

As of today, you have **six months to preregister**. Some extenuating circumstances could be accepted as a reason for an extension (especially if the data is unavailable), but this needs to be approved by the DGB. If no such extension was discussed, we will consider the abstract forfeited after these six months have passed. If your preregistration is completed, you will receive the data you requested (once it is available). After receiving the data, the DGB requires authors to submit their paper to a journal within a year.

# Abstract approved: notify author to preregister + opt-in external co-authors

- **Co-authorship**

Please note that co-authorship comes with responsibilities early on in the writing process. If these responsibilities are not met, co-authorship cannot be granted. These responsibilities are as follows:

- Co-authors need to provide feedback on the OSF preregistration. This ensures that they are involved in the writing process early on and that they can give substantial feedback on both the hypotheses and analysis plan.
- Co-authors need to provide substantial feedback on the final manuscript.
- Substantial feedback means at a minimum *written* feedback on the *content* of the whole manuscript, surpassing grammatical corrections.
- Feedback needs to be given within one month after receiving the preregistration or final publication

In addition, the IMMERSE DGB recommends to explore the inclusion of external authors that may benefit this paper: Evelyne van Aubel \_\_\_\_\_. They can be contacted via the following e-mail addresses: [evelyne.vanaubel@kuleuven.be](mailto:evelyne.vanaubel@kuleuven.be) \_\_\_\_\_.

It is your responsibility as a first author to inquire whether potential co-authors have interest in contributing and to send the preregistration and final manuscript to all co-authors involved. If you believe as a first author that some responsibilities were unmet, please inform Martine van Nierop ([martine.vannierop@kuleuven.be](mailto:martine.vannierop@kuleuven.be)).

Kind regards,

Jeroen Weermeijer  
On behalf of the IMMERSE DGB

# Abstract approved: notify opt-in internal co-authors (consortia members)

Dear IMMERSE consortium member,

An abstract by test registered as abstract number 4 has been approved by the IMMERSE DGB. Please note that some abstracts have been revised before approval (indicated by `_v2` variable names). The approved abstract can be accessed via the following link:

[https://redcap.gbiomed.kuleuven.be/surveys/index.php?\\_\\_report=FN49HWL8F8XDKR47](https://redcap.gbiomed.kuleuven.be/surveys/index.php?__report=FN49HWL8F8XDKR47)

We provide all consortium members the opportunity to be involved as a co-author on this publication. If you believe this abstract is of interest to you, please respond to the first author within a timeframe of 6 weeks of receiving this e-mail. Please note that co-authorship comes with responsibilities early on in the writing process. These responsibilities are as follows:

- Co-authors need to provide feedback on the OSF preregistration. This ensures that they are involved in the writing process early on and that they can give substantial feedback on both the hypotheses and analysis plan.
- Co-authors need to provide substantial feedback on the final manuscript.
- Substantial feedback means at a minimum *written* feedback on the *content* of the whole manuscript, surpassing grammatical corrections.
- Feedback needs to be given within one month after receiving the preregistration or final publication.

It is the responsibility of the first author to evaluate whether these responsibilities have been met. If they are unmet, co-authorship cannot be granted.

Kind regards,

# Abstract approved: notify clinical implementation leads

**From:** IMMERSE DGB <[jeroen.weermeijer@kuleuven.be](mailto:jeroen.weermeijer@kuleuven.be)>  
**Sent:** donderdag 17 november 2022 14:32  
**To:** Jeroen Weermeijer <[jeroen.weermeijer@kuleuven.be](mailto:jeroen.weermeijer@kuleuven.be)>  
**Subject:** Update on an abstract submitted to IMMERSE DROPS: Key publication

Dear clinical implementation lead,

You have previously received an email that an abstract registered as number 4 has been approved by the IMMERSE DGB. The approved abstract can be accessed via the following link:

[https://redcap.gbiomed.kuleuven.be/surveys/index.php?\\_\\_report=FN49HWL8F8XDKR47](https://redcap.gbiomed.kuleuven.be/surveys/index.php?__report=FN49HWL8F8XDKR47)

*Please note that this abstract and ensuing manuscript has been evaluated as a "key IMMERSE publication". We therefore ask you to forward the abstract to any clinician in the project you think should be involved as a co-author.*

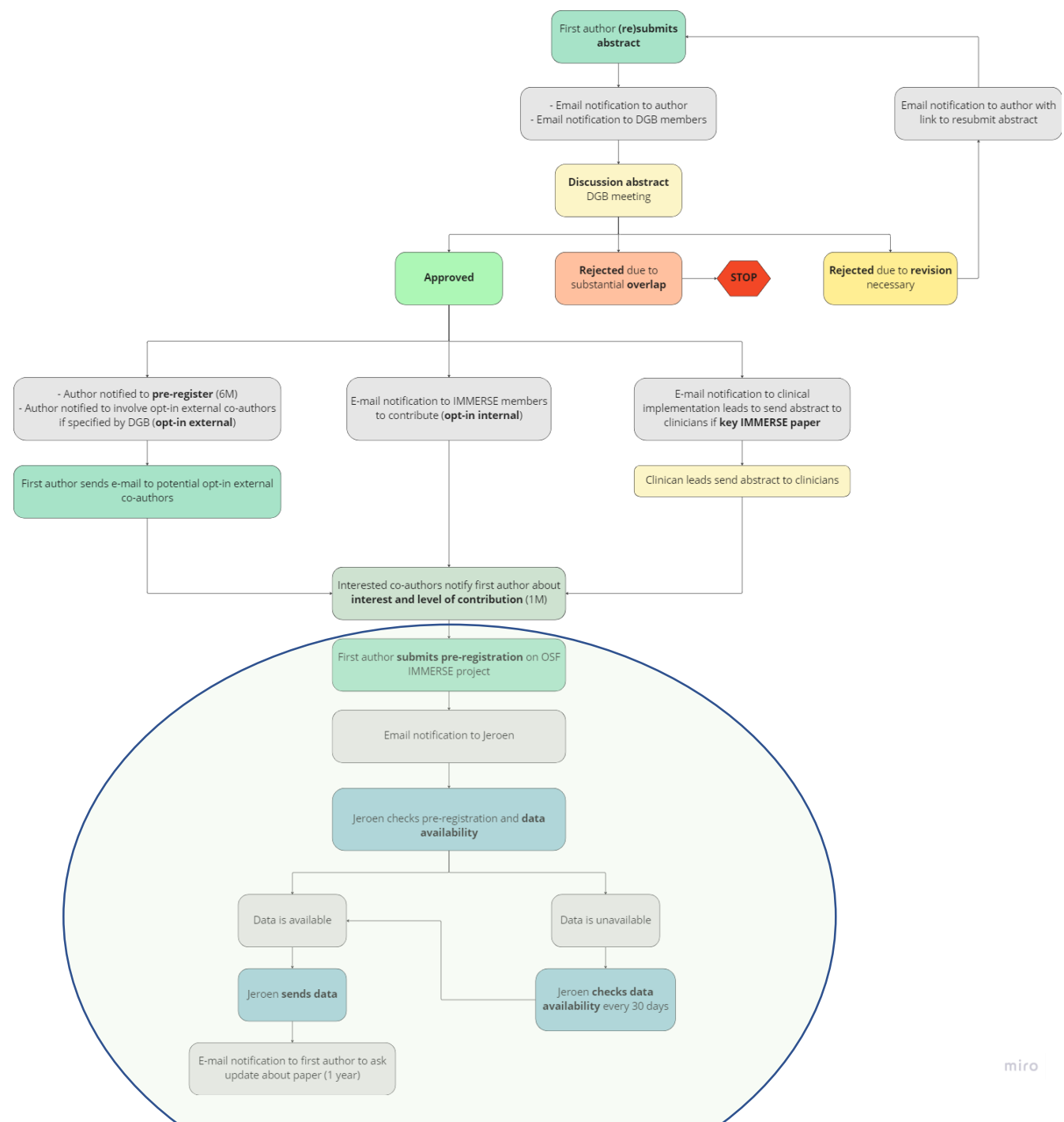
Please note that co-authorship comes with responsibilities early on in the writing process. If these responsibilities are not met, co-authorship cannot be granted.

Kind regards,

Jeroen Weermeijer  
On behalf of the IMMERSE DGB

# Abstract approved: e-mails co-authors

- Interested opt-in internal co-authors (**= consortium members**) notify first author about interest and level of contribution
  - One month to declare interest
- First author sends e-mail to potential opt-in external co-authors (**= recommended co-authors by the DGB**)
  - One month to declare interest
- Clinical leads send e-mails to **clinicians** if the abstract is framed a 'key IMMERSE paper'
  - One month to declare interest



# First author submits preregistration on OSF IMMERSE project and completes RedCap survey

**Preregistration OSF** AAA  
+ -

Please complete the survey below.

Thank you!

1) Link to OSF pre-registration. For guidance on how to create a view-only link for your pre-registration, see [here](#).  
*\* must provide value*

Expand

**Submit**



# Pre-registration uploaded: notify Jeroen

**From:** IMMERSE DGB <[jeroen.weermeijer@kuleuven.be](mailto:jeroen.weermeijer@kuleuven.be)>  
**Sent:** donderdag 17 november 2022 14:35  
**To:** Jeroen Weermeijer <[jeroen.weermeijer@kuleuven.be](mailto:jeroen.weermeijer@kuleuven.be)>  
**Subject:** OSF LINK SUBMITTED

Dear Jeroen from the future,

An OSF link had been submitted for an approved abstract with identifier number 5.

Please check redcap.

Kind regards,

Jeroen from the past

# Jeroen checks preregistration and data availability

- Data is available: Jeroen sends data
  - Data is unavailable: Jeroen checks data availability every 30 days
- 

# Manuscript check: ask for update after one year

Update on your IMMERSE paper



Jeroen Weermeijer

To ● Evelyne van Aubel



do 17/11/2022 14:51

Dear Jeroen,

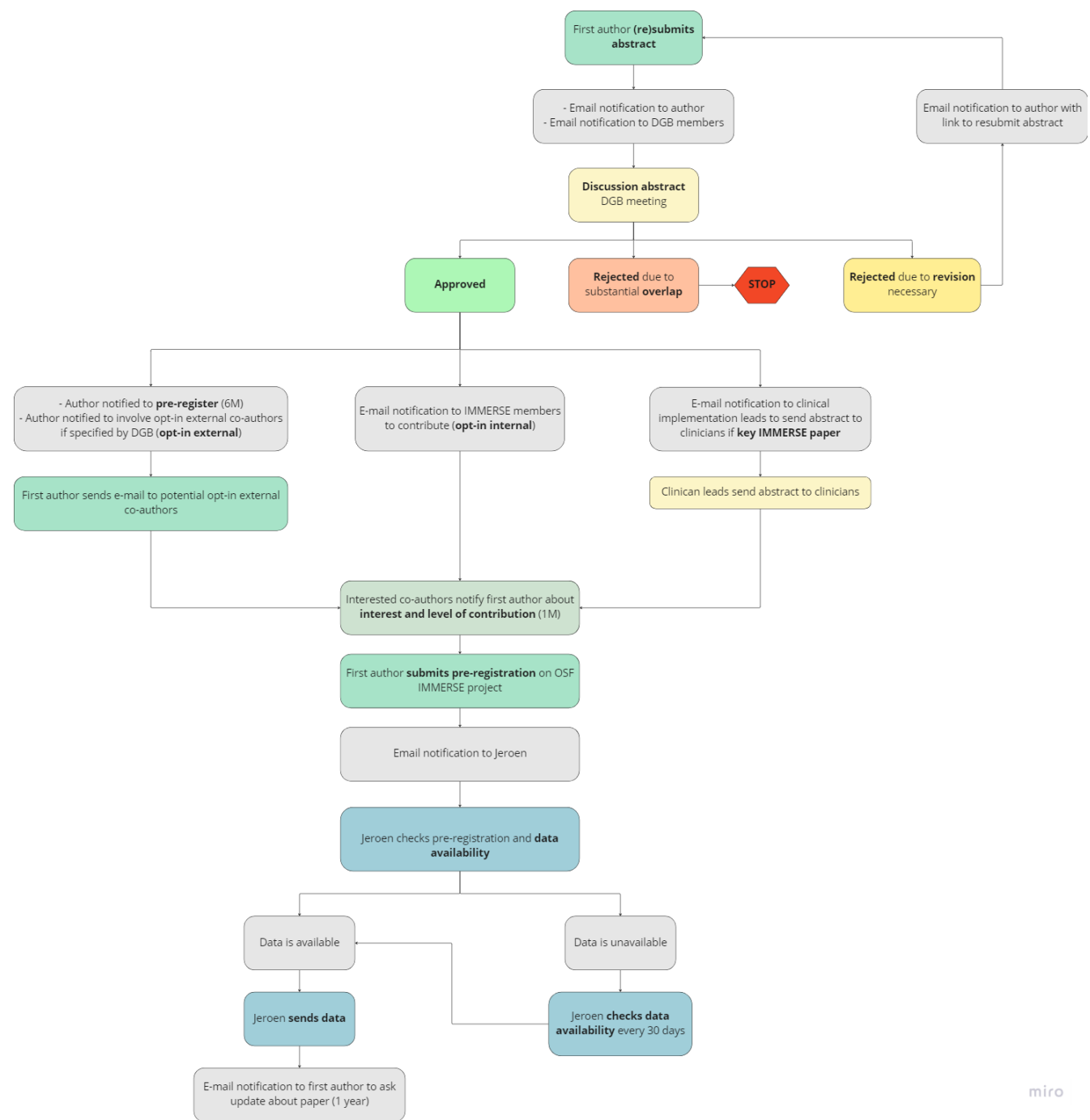
One year ago you have received IMMERSE data for your submitted abstract registered as number [5](#) to our IMMERSE DROPS system. Would you be so kind to provide us with an update on the status of your manuscript?

Many thanks in advance.

Kind regards,

Jeroen Weermeijer

On behalf of the IMMERSE DGB



# Topics

- ~~DROPS~~
- Pre-registration on OSF

# Open Science Framework (OSF)

- What?
  - Free, open-source web platform developed by the Center for Open Science (COS). It serves as a collaboration tool for researchers to manage their projects, share data, collaborate with others, and track the progress of their research.
- What for?
  - Good science
    - Project Organization
    - Version Control
    - Collaboration
    - Data Sharing
    - Transparency and Reproducibility
  - ‘Pre-registration!’

# What constitutes a good pre-registration?

- Be exhaustive, ask yourself the following questions:
  - Do I have clear research questions?
  - Is my rationale and background substantiated?
  - Would a reviewer be able to understand my design?
  - Are my methods and measures clearly defined?
  - Does the data analysis plan make sense (i.e., power)?
  - Have I provided ethical considerations (e.g., study approval number, conflict of interest declaration)?
  - Do I give insight into data availability at the time of writing?
  - ...

# What constitutes a good pre-registration?

- Use visuals!

## Calibration week (6 days)

- EMA 10x a day
- EPA 16h a day

## Training weeks (14 days)

- EMA + EMI 3x/day
- Self-triggered EMA + EMI
- Evening EMA + EMI

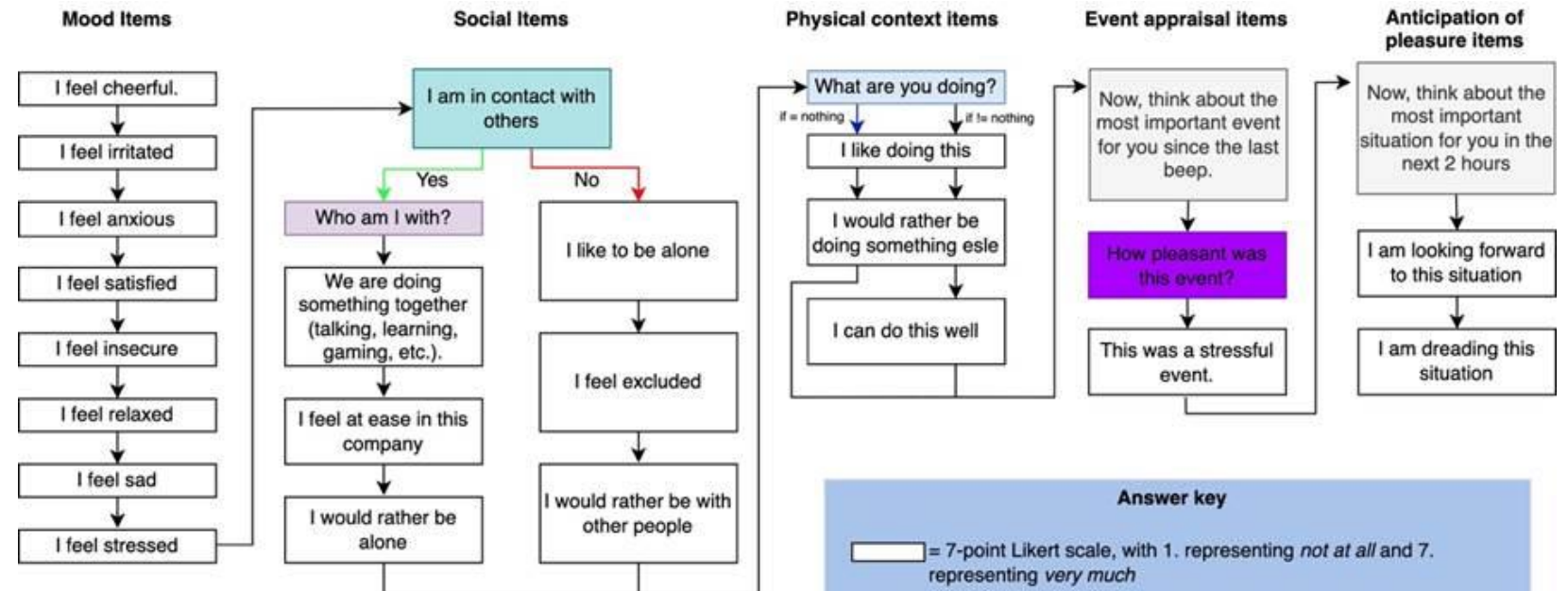
## Booster weeks (3x6 days)

- EMA 10x a day
- EPA 16h a day
- EMI if threshold is exceeded (max. 4x/day)
- Morning questionnaire
- Evening questionnaire + EMI
- Self-triggered EMA + EMI



# What constitutes a good pre-registration?

- Use visuals!



**Answer key**

- = 7-point Likert scale, with 1. representing *not at all* and 7. representing *very much*
- = Partner, Parents, Other family (from nuclear family), Other family (outside of nuclear family), Friend(s), Other peers, Other (familiar) people, Other (unfamiliar) people
- = Leisure – active (e.g. playing games, going out), Leisure – passive (e.g. watching TV, reading), School or work, Chores, Travel, Personal care (e.g. washing, getting dressed), Physical exercise (sports), Eating / Drinking, Social contact, Something else, Nothing, Sleeping
- = Range from -3 *very unpleasant* to +3 *very pleasant*
- = Read only
- = Yes / No

# How do I start?

- Look for examples / Ask more senior researchers for help or tips!
  - E.g., For ESM papers: <https://osf.io/preprints/psyarxiv/seyq7>

# FAQ: Embargo & License

- ***Storage: Frankfurt, Germany***

*GDPR → please don't store on non-EU servers*

- ***Maximum embargo***

*You can undo an embargo early, but you cannot extend one*

- ***CC-By Attribution 4.0 International***

*Type of Creative Commons license. Creative Commons (CC) licenses are a set of copyright licenses that allow creators to specify how their work can be used, shared, and distributed by others; permits others to use, remix, adapt, and distribute a work, including commercially, as long as they provide proper attribution to the original creator(s).*

Science isn't the work of solitary geniuses; it's the symphony of collective minds harmonizing ideas, challenging assumptions, and building upon each other's discoveries to illuminate the mysteries of our universe.