



This document was created to outline the requirements that must be met prior to submission to the CEE for review of the PICOST, the PROSPERO registration, the systematic review manuscript, and the consensus on science and treatment recommendation statement and Evidence to Decision Framework. This process is designed to minimize the back and forth for between the ESR or the TF chair and CEE. This should streamline and shorten the review process and allow the CEE members to focus on the science and quality of the submission rather than the formatting and completeness of the submissions. In addition CEE is pursuing other hard coding solutions and will enforce less frequent version changes to facilitate the process.

## Requirements for CEE submission v1.0 15 Jan 2019 for CEE approval

All CEE submissions for review should be sent to the CEE Project Coordinator at the AHA. If the submission is non-compliant or incomplete it will be returned to the CEE representative.

**SR and Prospero submissions** for CEE review and approval to submit for peer review or post:

- Submission in full (all appendices) conforming to the current CEE templates and process document including authorship and acknowledgment sections and approvals.
- Submitted with a completed CEE checklist (either SR/Prospero) without any blanks
- Submitted by ESR with email support of the CEE rep on the writing group stating the submission conforms.

**CoSTR** for CEE review and posting

- Submission in full including all Evidence to Decision Profile tables and labeled correctly to be intuitive to the webmaster conforming to the current and relevant CEE templates including authorship and acknowledgment sections and approvals.
- Submitted with a completed CEE checklist for CoSTR without any blanks
- Submitted by TF chair with email support of the CEE rep on the TF stating the submission conforms

**PICOST** for CEE review and approval

- Submission conforming to the current CEE template for PICOST
- Submitted by TF chair with email support of the CEE rep on the TF stating the submission conforms