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**CALIFORNIA FAMILIES PROJECT (CFP):**

**PROJECT PROPOSAL FORM**

The policies and procedures listed below encourage productive use of the CFP dataset by all researchers, while at the same time avoiding duplication of effort. (This document is based on a document created by Drs. Terrie Moffitt and Avshalom Caspi for the Dunedin, Pittsburgh, and E-Risk Studies.)

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**GETTING STARTED**

* Discuss your idea with the PI to ascertain its general feasibility.
* Review the CFP Codebook and the Excel file, “Scales Administered by Wave.”
* Ensure that your proposal does not overlap with prior CFP publications (see <https://www.californiafamiliesproject.org/publications.html>).
* Complete the Project Proposal Form at the end of this document and send it to the PI.
* When the Project Proposal Form has been approved, the research may proceed.
* You are only approved to use the data for the specific project described in the Project Proposal, not for any other project.
* We strongly recommend that you pre-register your analysis plan through OSF and then link your project to the CFP OSF page (<https://osf.io/ky7cw/>).
* If you would like to use data from the “CFP Neurobiology” subproject, you will also need to obtain approval from Amanda Guyer and Paul Hastings.
* If you would like to use Wave 11 *Parent* data, you will also need to obtain approval from Gina Sutin.

**CONDUCTING THE ANALYSES**

* Do not share the data with other individuals or institutions unless written permission is given by the PI.
* You are responsible for maintaining the confidentiality of the CFP participants, and abiding by all IRB rules and regulations.
* Consult the CFP codebooks and published CFP articles to get information about the data you plan to use.
* Consult the “CFP Master Syntax” document before computing scale scores. This document includes SPSS syntax commands for many of the variables available in the CFP data set.
* Look at the frequency distribution of a variable before you use it; check for out of range or implausible values, an unusual amount of missing data, and other problems with the data.
* If you would like to use additional variables beyond those originally specified, please revise your “Project Proposal Form” and send it to the PI for approval.
* Please report any errors in the data file to the PI.

**WRITING IT UP**

* Use our existing boilerplates for the Methods section for consistency across publications. Look at recent CFP articles for relevant sections to copy. All CFP publications are available on-line: <https://www.californiafamiliesproject.org/publications.html>.
* Acknowledge the CFP grant in the Acknowledgements section of your manuscript.
* Authorship on all papers should be offered to the PI.
* Authorship should also be offered to Amanda Guyer and Paul Hastings if your project uses data from the “CFP Neurobiology” subproject.
* Authorship should also be offered to Gina Sutin if your project uses Wave 11 parent data or any data from Wave 12 .

**MANUSCRIPT SUBMISSION**

* Before submitting, send the manuscript to all co-authors for review and approval.
* Submit manuscript to target journal after receiving final approval from all co-authors.
* Send the submitted version of the manuscript and the cover letter to the PI.

**DOING REVISIONS**

* Send a copy of the reviews and the editor's decision letter to all co-authors.
* Invite them to comment or contribute to the revision process.
* The PI must approve the revised draft before it is resubmitted.

**WHEN THE PAPER IS ACCEPTED FOR PUBLICATION**

* Send all co-authors a FINAL copy of the manuscript, and the correct citation for their CVs.

Thanks, Rick Robins

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| 1. Provisional Paper Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Proposing Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other Authors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Potential Journals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Intended Submission Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Note: Approval for this project will expire automatically if a complete draft is not completed within 2 years of the date of approval. |
| 1. Objective of the Study |
| 1. Data Analysis Methods |
| 1. Variables Needed at Which Ages   [Use variable labels from Excel file “Scales Administered by Wave”] |
| 1. Significance of the Study (for theory, research, or practice) |
| 1. References Cited [Note previous CFP articles that might overlap with the proposed project (e.g., articles that include the same variables/waves of data).] |