**CHLN Multi-State Annual Meeting**

**Wednesday, May 30**

LOCATION: Campus Center 310, University of Hawai‘i at Mānoa

Attendees:

*Alaska*: Leslie Shallcross

*Am. Samoa*: Travis Fleming, Pauline McFall

*Arizona:*  Melanie Hingle

*CNMI*:

*Guam*: Rachael Leon Guerrero, Robert L. Barber, Mark Acosta, Tanisha Aflague

*FAS*:

*Hawaii*: Rachel Novotny, Marie Revilla, Jeannie Butel, Monica Esquivel, Ashley Yamanaka, Claire Ing, Lynne Wilkens, Erik Hill, Jinzeng Yang

|  |  |  |
| --- | --- | --- |
| Topic | Issues/Status | Plans/Suggestions/Action/Decisions |
| Welcome, Introductions,Agenda Review |  |  |
| CHLN Project Overview | * Current participants (Appendix E) and non-formal participants
* Others that should join?
 | Plan for Addition of New Members:* Continue to plan to grow the partnership within the Pacific region.
* How do we add American Samoa to Appendix E?
 |
| NIMSS and Google Drive | * NIMSS contains project overview, background, annual reports, etc
	+ Marie went over the NMISS website that is accessible to everyone.
	+ Summary of the objectives.
* Google drive folder contains CHLN related documents
	+ The decision to use google drive allows low-maintenance and accessibility to all jurisdictions.
* Can everyone access easily?
	+ Google drive is able to access offline.
	+ Another option: Google Filestream Desktop app allows you access files offline.
 | Expansion of CHLN* Try to institutionalize and expand with training, extension, and monitoring research building for sustainability. Continue to build and partner with institutional members.
* How do we institutionalize CHLN?

Suggestion: Bob Barber requested for the slides presented today be emailed to everyone for the links to the google drive folder. Action: Marie will confirm that anyone with the link (without a gmail account) can access the folder. Action: Jeannie emailed the group the links to the google drive folder. If you have any questions about google drive or Filestream, please email Marie or Erik for assistance.  |
| Leadership | * Need a secretary to be nominated and selected for this meeting
	+ Last year a formal decision to have a secretary was not made but should be considered this year. Jeannie, Program Manager, has been taking the minutes.
	+ Marie asked the group if we should nominate someone to be secretary?
 | A secretary is typical in the capacity of taking minutes and as a multistate program. Travis has volunteered to serve as secretary for the day. Question: Rachel N. - should we keep the positions separate or combined for CHLN and CHL PSC? Suggestion: Bob Barber suggested it is beneficial to have the position together rather than separate but may be a different requirement for the grant. Suggestion: Claire suggested to keep the roles separate for reporting purposes. If you have the same person writing both of the minutes, cognitively integrated but keeping them separate might save effort and reporting time. Decision: Role of Secretary: Annual Meeting minutes and Monthly Call minutes. The group decided to keep the role of secretary combined rather than separate. Combining resources and not requiring a formal secretary. CHL Center staff will be used to take minutes at Annual and Monthly meetingsAction - Proposed guideline: edit the need for a formal secretary. (Removal of the secretary) |
| Guidelines & Expectations | * Review and vote to confirm changes
	+ The draft was provided via email from Jeannie and on the thumbdrive.
	+ Marie went over the draft.
	+ Track changes in the document are visible for updates/changes.
 | Action - Note to Marie: Change “log-in a few minutes before…” the new call system only allows calls at the exact time scheduled. Suggestion - Jeannie: some jurisdictions only allow to pay for one person. Funding would be an issue for those that attend annual meeting. Action - Note to Marie: update “Attendance at the annual meeting if funding is available.” Hatch funding, if available, can be used for members to attend.Action - Note to Marie: Add an acknowledging line about the CHL Center work chart and how they overlap with CHLN work chart. “Please reference”. The work chart should also be added to our website. Action - Recap: Modify CHL center work chart to reflect the monitoring that it aligns with the research, policy, and training. Add additional clarity for leadership roles. Reference CHL Center work chart in CHLN work chart because of overlap. Training is part-research, part-extension, part-standardization. Technical discussion of CHL Center work chart. * 2 Foci: Peoples roles and who to go to and also the function of CHL.
* The group will continue to work on chart

Decision - Everyone was in agreement of roles and responsibilities: * Delete secretary: Minutes for the annual meeting and monthly meetings will be taken by staff member of the CHL Center
* Annual meeting minutes will be kept on CHLN google drive folder
* Vice Chair: “will coordinate the annual and monthly report of meeting minutes”

Suggestion - Bob suggested the Chair should follow-up with those who don’t attend annual meeting. “After the annual meeting, the chair will update those who were unable to attend and confirm participation and which workgroup they’re part of. Checking in with them and confirming their interest in a subgroup or group in general. Provide guidelines from the group. Action - Note to Jeannie: Leslie will now be the Alaska lead. Question - Do we want a separate process for CHLN? Or bring it together with PSC? * Group agreed it will now be CHL/CHLN PSC.

Question - Should we bring Melonie to PSC? She is invited to sit in but isn’t a voting member.Decision: Add Melanie to CHL/CHLN PSC as a non-voting member. Plan: Marie will send out the latest version with changes to the group for approval.  |
| Monitoring Sub-Group Updates & Discussion | * How can we leverage the work of CHL IMPAC?
	+ Pat Coleman funded CHL IMPAC through her HATCH funds and continues to look for other funding for BMI monitoring with Headstart/ECE. Partners: CNMI, American Samoa, and Pohnpei. Note: Pohnphei doesn’t have a formal Head Start anymore but has retained the structure and have continued to collect data.
* Standardization Reference: Rachel Novotny has been the standardization reference but will need to explore the addition of other standardization references.
	+ PIHOA Reference: Haily Cash has been standardized by Rachel N. She has been the reference for only height and weight for adults.
	+ We need to identify those to call leads and developt standards/protocols for someone to be a Reference.

Two Key Activities at this time: 1. Standardization Process
2. Data Collection with Headstart (led by Pat Coleman)
 | Questions: how do we manage the standardization of measurers, reference persons, and monitoring the data? Plan - Possibility: students take both the assessment and monitoring classes before being standardized.  |
| Training Sub-Group Updates & Discussion | * How can we integrate CHL curriculum into jurisdiction academic programs?
	+ Attempted to offer Monica’s monitoring class but couldn’t meet the class/funds requirement
* CHL Summer Institute has added 6 new online courses
	+ Jeannie and Monica briefly discuss the classes they teach in detail.
	+ The first edition textbook “Human Nutrition” for the Pacific (FSHN 185) has been adapted/developed and will be available for free online. The blog announcement will be sent out soon.
	+ Another resource: the Pacific food guide that has been developed is also available.
	+ Monica will be leading follow-up grant proposal activity for the CHAP Fellowship Program.
 | Plan: Three Nutrition Doctoral students will be teaching some of the courses this summer.Action: Marie will send the blog announcement to the group to download the textbook. Suggestion - Rachel Novotny suggested to “word smith” the link notation for PacTrac. Plan: update the MOA for this year. Marie will send the group a draft currently in progress. Plan - 5 year Goal: have a credit certificate and offer continuing education credits |
| Research Sub-Group Updates & Discussion | * How can we use CHL data to answer a research question?
* CHL Center of Excellence Grant
* Food Friends and Mighty Moves for Preschoolers - Pilot preschool program to integrate into curriculum lead by Tanisha. Headstart integrated it into 7 schools for a full day as their new nutrition and physical activity curriculum. The kit has been populated throughout the island expanding from CHL’s intervention centers.
 | Plan: Evaluation processes are in place to assess the effectiveness of the program.  |
| Extension & Policy Sub-Group Updates & Discussion | * How can we use CHL data to influence Extension and Policy?
* Bob and Mark continue to implement SPARK in schools and Walkability development with partners such as running groups and NCD consortium. Collaborating with business partners has been an ongoing issue.
 | Plan: reach out to the mayors for interest in walkability development. Suggestion - Tanisha suggested revisiting our news brief and rotate among jurisdictions. (*Revisiting something similar to the CHL Role Model Newsletter*?) |
| Working Meetings | * Re-visit Subgroup (Objective) Work Plans
 | See revised Action Plans dated 5/30/3018 |
| Wrap Up | * Registration Fee
* +/Delta
 | No fee this yearWorked well: review work plans and got clarity, more focused this year, action plans done, A/C on, more breaks with long lunch, get out earlyTo improve: make sure A/C on when start |

**CHLN Multi-State Annual Meeting**

**Thursday, May 31**

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*Hawaii*: Rachel Novotny, Marie Revilla, Jeannie Butel, Monica Esquivel, Erik Hill, Jim Davis

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| Topic | Issues/Status | Plans/Suggestions/Action/Decisions |
| Reflections | * Anything to share from yesterday’s meeting
 | Aloha CircleSuggestion: Need an acronym cheat sheet |
| MOA Draft | * Feedback/Edits/ Suggestions?
 | Action: Revise letter to include alignment with strategic plan of UHM and to point out the credit cost difference between the universities |
| 2018 – 2019 Timeline | * Annual Meeting Date
* Monthly Meeting dates?
* Increase subgroup activity? Subgroup meetings double dip with CHL Center?
* Specific Objectives/Goals?
 | Annual Meeting Dates:July 10, 2019: CHL CenterJuly 11 - 12, 2019: CHLNHosted at UHMUHM only offers Hatch travel funds for one person so in terms of leveraging resources seems better cost wise and can use CHL Center resourcesSuggestion: Write a conference grant through USDA Foundation Program in the third or fourth year d/t being busy with CHL Center collection (Melanie has a template could use), could be opportunity to bring others (partners, students) Look at writing the grant for year 3 or 4 meeting.Western SARE meeting being hosted at Guam May 13 - 15, 2019 (some participants are doing the island hopper through FAS and meeting back in Hawaii)Monthly meeting dates: Keep the monthly combined CHL Center/CHLN meeting. It was usually of the first Wednesday of the month at 2:00PM - 4:00PM (HST). Due to conflict with time zones and teaching decided to move the time to 1:00PM for CHL Center PSC and CHLN at 2:00PM the first Wednesday of the month (HST).There will not be a CHL Center/CHLN meeting in June. The July meeting will be on July 25th at 1PM for CHL Center and 2PM for CHLN (HST).Starting in September the meetings will be the first Wednesday of the month from 1 to 3PM (HST).Monica will be vice-lead for training. Due to Marie being on leave during the Fall.Training team meeting will be the 3rd Thursday of the month at 1PM (HST) starting in August. The first meeting will be August 16th at 1PM (HST). Meetings will last one hour.Weekly data meeting for CHL Center with one meeting a month focusing on CHLN topics. Meetings will be on Tuesdays at 1PM (HST) with the second Tuesday of the month will be the CHLN Research meeting. Meetings will start August 14th on 1PM (HST).The fourth Wednesday at 1PM (HST) is Extension/Policy subgroup meeting time. First meeting will be August 22nd at 1PM (HST).Monitoring sub-group will meet following the Research meeting on the second Tuesday of the month at 2PM (HST). The first meeting will be August 14th (HST).Action: Subgroup monthly meeting summary should be sent to the chair/vice chair within 2-3 days of the completion of the subgroup meeting so that it can be added to the monthly PSC/CHLN meeting on the first Wednesday of the month (HST) Action: Add the monthly meeting summary request to the guidelinesAction: Erik Hill will set-up the meetings via Zoom.Action: Once Zoom meetings are scheduled Erik will send information to Monica who will create a calendar invite and send to all team members and Jeannie will add to the NAP/CHL calendarAction: Add to the Guidelines that general practice for Zoom is to be muted when not speaking and to turn off camera due to inconsistent levels of internet connectivity. |
| Annual Report | * Required components?
 | Due within 90 days of annual meetingIncludes things like annual meeting minutes, subgroup action plans, bibliography of all the presentations and publications, revised guidelinesAction: RLG will send MKFR what was sent last yearAction: MKFR send to Jinzeng to submit |
| Milestones Achievement | * How are we doing at achieving each?
* Who is leading?
* 2017

Publish baseline/prevalence data related to child obesity prevention; training in child obesity policy, systems and environmentally focused multi-level prevention, child health, nutrition assessment and monitoring through the CHL Summer Institute/CHAP; Pacific BMI monitoring system training* 2018

Publish CHL intervention result; plan for a Pacific BMI monitoring system; training in child obesity policy, systems and environmentally focused multi-level prevention, child health, nutrition assessment and monitoring through the CHL Summer Institute/CHAP* 2019

Publish CHL diet related papers; implement Pacific BMI monitoring system; training in child obesity policy, systems and environmentally focused multi-level prevention, child health, nutrition assessment and monitoring through the CHL Summer Institute* 2020

Publish student manuscripts; report on Pacific BMI through CHLN monitoring system; training child obesity policy, systems and environmentally focused multi-level prevention, child health, nutrition assessment and monitoring through the CHL Summer Institute* 2021

Submit a collaborative grant proposal for further Pacific child health and obesity prevention work; training child obesity policy, systems and environmentally focused multi-level prevention, child health, nutrition assessment and monitoring through the CHL Summer Institute; Certificate on Child Health offered | 2017 achievements were all completed.2018* CHL intervention effect paper has been submitted
* Monitoring system plan has been initiated:
* Action: revisit the monitoring paper that Marie started
* Training in child obesity is being addressed through CHLSI
* Meeting in Guam in July could provide information and ways to engage extension in child health and trainings

2019* Diet papers in progress: Rachael has a paper looking at baseline obesity in Guam (seeing a relationship with SSB intake); Shelley Laguana on Guam diet; Allison Calabrese thesis is related to diet; Doug Taren paper looks at the relationship between AN and SSB intake; Carol Boushey is looking at energy intake and physical activity
* Pacific BMI monitoring system: CHL Center time 3 data collection; CHL IMPAC Head Start BMI monitoring and reporting; exploring additional partners for BMI monitoring
* CHLSI will continue offering classes on childhood obesity prevention

2020* Student papers: Shelley, Ashley, and others
* Compile data collected on Pacific BMI and report on the finding, currently report on CHL IMPAC; explore other data sources for BMI (including WIC, health centers, school nurses, DOH, etc.) to create a concept paper for a Pacific monitoring system
* CHLSI classes continued working toward child health certificate
* Explore a model that engages extension programs in current interventions and research: suggest start working through directors
	+ Extension subgroup will come up with suggestions and then work with the Training subgroup
 |
| Wrap Up | * +/Delta
 | Worked well: It went :), enough time to discuss things and consider, nice that the agenda allotted time for discussion as not super packed, Campus Center worked well (better than Gilmore as closer to parking, food, bathrooms, etc and bigger room)To improve: Nope, Bigger room for next year |
| Optional Training Session | R Project for Statistical Computing <https://www.r-project.org/> |  |

**W1194: Children's Healthy Living Network (CHLN) in the U.S.**

**Affiliated Pacific Region**

**Guidelines/Operating Procedures**

At the CHLN meeting held June 12 -14, 2017, attendees modified the CHL Guidelines and Operating Procedures. Presented below are the CHLN Guidelines and Operating Procedures. These Guidelines and Operating Procedures were updated at the CHLN meeting held May 30 – 31, 2018.

If any issues are noted on these guidelines please contact the CHLN Chair and Program Advisor. These guidelines will be re-visited periodically (e.g., at the CHLN Annual Meeting) to evaluate tolerance, usefulness, and applicability.

**Teams: While these guidelines focus primarily on “internal” interaction among CHLN team members, we expect these general principles to apply to our interactions with CHLN partners.**

**Management Guidelines:**

Role Clarity

* Allocate specific roles to team members and articulate clearly (e.g., in writing) what their responsibilities are. Revisit document as needed and make appropriate changes.
	+ Create an organizational chart of team members
	+ Create a textual list of roles and responsibilities (including jurisdictional and coordinating center point people)

Time Management

* Whenever possible, work with team to determine clear deadlines for assigned objectives; If the objective is big, create a timetable that identifies smaller actions that will result in the achievement of the objective
* Have a system of regular reminders for high priority deadlines
* Inform team members when deadlines cannot be met, so that they can make the appropriate accommodations
* When you have many actions that compete for your attention, prioritize the list and generate deadlines for each action
* Use a posted or electronic calendar that includes everyone on your team

**Communication Guidelines:**

Email

* We acknowledge that e-mail is CHLN's primary communication system, and our success depends on its appropriate use
* Minimize the number of attachments, especially if review or feedback is desired
* Mark the subject with “CHLN” in every e-mail that relates to CHLN
* Mark time-sensitive e-mails as “URGENT” with deadline in the subject line (Don't overuse)
* Call if extremely urgent
* Don't put confidential or private information in e-mails
* Update subject line as needed
* Make e-mails concise
* When e-mailing, be clear at the beginning of an e-mail if a response or action is expected and when
* For e-mails requesting a response with a deadline, respond to email by deadline, or acknowledge your inability to do so
* If a person is not responding to e-mail, use alternative contact methods (e.g., phone, in-person visit, contact CHLN chair)
* Make alternative contact methods easily available, for example, in your e-mail signature or on the CHLN Contact List on Google Docs (ensure it is up-to-date)
* For lengthy times away from e-mail, be sure to activate an “out-of-office” notification

Conference Call/Zoom Meeting

Before the call:

* Plan the agenda
* Distribute agenda and information in advance to ALL CHLN members
* Sub-group lead should ensure jurisdiction representative is on the call where appropriate
* Clarify meeting responsibilities in advance
* Arrange for required equipment, information, and people
* Do your homework before the call
* If unable to attend, please notify lead as early as possible, via email
* Log-in/call-in at the start time

During the call:

* Say your name slowly during roll call at the beginning of the call/meeting
* State identity when commenting/speaking if the group is large or new team members are involved
* Call/meeting convener maintains the schedule by making sure the discussion stays on track and on schedule; Items needing further discussion should be pursued offline
* Mute when you are not speaking, especially if you are typing
* Turn off camera for those joining via computer
* Acknowledge/involve all participants
* Call convener sets (Site) order for feedback at the beginning of the call
* Callers should be active participants

After the call:

* Make sure meeting minutes are typed up, using the CHL meeting agenda/meeting template, reviewed by workgroup leaders, and distributed with decisions, follow up actions, timelines and person responsible clearly indicated within a timely manner to ALL CHLN members

**Expectations:**

Participation

* Attendance at annual meeting if funding is available
* Attendance at monthly conference call/Zoom meetings
* Join at least one subgroup (Extension/Policy, Research, Training, or Data)

**Organization Guidelines:**

Living a Healthy Lifestyle

* As CHLN team members, we will walk our talk by living the six CHL behaviors (increasing fruit/vegetable and water intake while decreasing sugar-sweetened beverage intake; increasing physical activity and sleep while decreasing screen time)
* Have healthy food at meetings
* Promote physical activity
* Have water available at all CHLN activities

Enhancing Team Cohesiveness

* Give constant encouragement and always say “please” and “thank you”
* Stress group effort rather than individual effort
* Create a sub-group work plan that shows team accomplishments and share via email
* Hold regular team meetings and regularly/occasionally have a partner get together (e.g., potluck), when/if appropriate
* Model CHL Values and behaviors

**Organizational Chart:**

The organizational chart of CHLN also overlaps with the organizational chart of the CHL Center. Please reference the CHL Center organizational chart located in the CHLN Multistate Google Drive folder:

<https://drive.google.com/open?id=1MQxDdKn6eTfnp-oLmAZ05xHe8WbdeyVm>

* Advisor is determined by USDA
	+ Length of term is variable
	+ Advises CHLN activities, initiates request to hold annual meeting, and submits annual report
* Chair is determined by vote of the CHLN membership at the annual meeting
	+ Length of term is 2 years
	+ Leads and coordinates meetings
	+ Checks in with members unable to attend the annual meeting to provide an update and confirm their participation overall and in at least one subgroup
* Vice Chair is determined by vote of the CHLN membership at the annual meeting
	+ Length of term is 2 years
	+ Assists the chair in coordinating meetings
	+ Coordinates the report of meeting minutes
	+ Vice Chairs do not automatically become Chair upon term completion
* Subgroup leads (Extension/Policy, Research, Monitoring, and Training) is determined by vote of the CHLN membership at the annual meeting
	+ Length of term is 1 year
	+ Leads subgroup activities including coordinating subgroup meetings and reporting on subgroup at activities at CHLN meetings
	+ Submits the subgroup monthly meeting summary to the Chair/Vice chair within 2-3 days after the completion of the subgroup meeting so that it can be added to the monthly CHL/CHLN Program Steering Committee (PSC) meeting

CHLN Leadership Bulletin

|  |  |  |  |
| --- | --- | --- | --- |
|  | Advisor | Chair | Vice Chair |
| 2016-2017 | Racheal Leon Guerrero | Rachel Novotny | N/A |
| 2017-2018 | Rachael Leon Guerro / Jinzeng Yang | Marie Revilla | Rachel Novotny |
| 2018-2019 | Jinzeng Yang | Marie Revilla | Rachel Novotny |

CHLN Subgroup Leadership Bulletin

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Research | Monitoring | Extension/Policy | Training |
| 2017-2018 | Rachael Leon Guerrero | Rachel Novotny | Tanisha Aflague | Marie Revilla |
| 2018-2019 | Melanie Hingle | Monica Esquivel | Tanisha Aflague | Marie Revilla /Monica Esquivel |

**Publication Guidelines:**

Scope/Purpose

1. To set a working ethic and tone for writing efforts that creates high quality output and harmonious working collaborations.

2. To facilitate planning and communication among group members and other staff who may participate in writing and reviewing manuscripts, other publications, and preparing grant applications.

3. To be proactive and avoid authorship conflicts and to promote the crediting and accountability of participants in CHLN in an equitable and ethical manner.

4. These guidelines apply to papers (meant to be published), reports, other documents, and data to be used for any purpose, including grant applications. This document may be modified at any time if new experiences or insights necessitate.

Oversight

This guideline covers papers, publications, and grants that involve data collected as a part of CHLN. CHLN guidelines and practices will be overseen by the CHL/CHLN PSC. The CHLN Advisor will be consulted if necessary.

*Authorship*

The authorship guidelines of CHLN are written to reflect a collaborative nature while also meeting international standards for authorship. All CHLN members are eligible and encouraged to initiate and contribute to writing projects. CHLN student advisors are encouraged to foster potential writing opportunities for students including noting opportunities for student participation. Students are welcomed to initiate ideas in conversation with their advisors. Student projects must also follow these guidelines. We recommend that all CHLN members plan ahead when developing their writing projects.

To be an “author” on a paper (primary, secondary, or tertiary) or grant related to CHLN, the general principle is “significant contribution”, such that the individual can publically defend the work. All authors must meet the following international guidelines for authorship”, which include:

1) Substantial contributions to manuscript development

2) Drafting the article or revising it critically for important intellectual content

3) Reviewing and approving the final approval of the version to be published.

Based on international standards, conditions 1, 2, and 3 should be met to be considered an author. For further information on international standards from authorship please see:

* The 2nd World Conference on Research Integrity Position Statement “Responsible Research Publications: International Standards for Authors” (http://www.publicationethics.org/files/International%20standards\_authors\_for%20website\_11\_Nov\_2011.pdf)
* The International Committee of Medical Journal Editors Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Ethical Considerations in the Conduct and Reporting of Research: Authorship and Contributorship (http://www.icmje.org/ethical\_1author.html)

The table below designates common roles that meet the criteria for authorship and those that are other contributions for the acknowledgement section.

|  |  |
| --- | --- |
| Types of **authorship** contributions: | Types of **acknowledgement** contributions: |
| 1. Designed research (project conception, development of overall research plan, and study oversight)
 | 1. Technical help |
| 1. Conducted research (hands-on conduct and data collection)
 | 2. Writing assistance (e.g., comments on manuscript) |
| 1. Provided essential materials (applies to authors who contributed by providing constructs, databases, etc, necessary to conduct the research)
 | 3. General support and scientific advisement |
| 1. Analyzed data, performed statistical analysis, data interpretation
 | 4. Financial support (e.g., obtained funding) |
| 1. Wrote paper (only authors who made a major contribution)
 | 5. Critically reviewed manuscript |
| 1. Had primary responsibility for final content
 | 6. Provided and cared for study participants |
| Content above provided by:* The Lancet (http://www.thelancet.com/lancet-information-for-authors/statements-permissions-signatures#)
* The Journal of Nutrition (http://jn.nutrition.org/site/misc/ifora\_4-ms-prep.xhtml)
 |

Due to the large size and collaborative nature of CHLN, some particular authorship conventions will be followed:

1. The lead (first) author for all manuscripts should lead the development of the manuscript (concepts, analysis, and interpretation).

2. Given the large number of individuals involved in CHLN work, and rules limiting authorship of some publications, if the number of authors must be limited, the acknowledgement section will be used to recognize contributors who are not authors.

3. Authorship order will be based on contribution.

Acknowledgement

The following acknowledgements should be included in any presentation, report, or publications:

* 1. Participants
	2. All CHLN team members (contributor list) to which the data relate
	3. All funding sources to include the appropriate NIFA/USDA acknowledgement.

Authors should identify contributors to be acknowledged, with their specific contribution identified, and permission obtained.

Example: The authors gratefully acknowledge the study participants in (jurisdiction name[s]) and the CHLN team in (jurisdiction name[s]) who collected, entered and analyzed data. The support of from the USDA Multi-State Hatch Project W1194 who funded CHLN is also acknowledged.

The lead author will determine whether writing group members meet the above guidelines. Resolution of authorship and acknowledgement disagreements will be the responsibility of the CHLN Chair/Vice Chair. Should additional authorship guidance be required, the CHLN Advisor will be consulted.

*Review Process*

All manuscripts and grant applications containing CHLN data must be reviewed and approved by the CHL/CHLN PSC before submission. Drafts should be submitted using the online form available here:

<http://www.chl-pacific.org/data-and-manuscript-request-combined>

Proposals will be reviewed in the CHL PSC meeting on the first Wednesday of every month (this may change throughout the year due to other conflicts). The CHL PSC proposal decisions will be made during the PSC meeting. In instances when the PSC is not holding regular monthly meetings, proposals will be circulated to the CHL PSC via email. Proposals will receive one of three designations:

Approved

Approved with CHL PSC requested modifications

Not approved

Proposals receiving the designation of approved with modifications will need to re-submit the modified proposal using the online form noted above.







