

Key Assumptions Affecting Cost for Select Publication Types

De novo abstract

Baseline assumptions	
• Word count: ~250 words • Timeline from kickoff to submission of 3-5 weeks • Publication Lead is responsible for providing data package to agency partner • Agency responsible for review of congress guidelines, disclosures, and other compliance and congress-specific paperwork (e.g., author forms) • Agency responsible for author outreach for approvals • Agency responsible for ICMJE documentation, including use of publication-tracking platforms • Agency responsible for developing full abstract draft and fact checking ○ NOTE: other abstract projects (e.g., edit and style only, submission only, encore abstract) would have differing assumptions • 2-3 rounds of author reviews, including final review/approval • Agency responsible for mock submission • Agency responsible for abstract submission • Submission to single conference	
Assumptions That Can Affect Hours	Rationale for the Assumption
Total number of authors (<10 vs 10-20)	Higher numbers of authors increases time for follow-ups, approvals, and documentation (e.g., author forms, congress forms)
Development of slides for author kickoff/briefing call	Requires time for content development
Agency incorporating internal/external author feedback	Requires time for comment consolidation and integration
Inclusion of a table/figure	Requires time for content development
Out of pocket expenses for submission fee included as pass-through cost	Inclusion of pass-through expenses would increase baseline cost
Late breaker	Abbreviated timelines requires enhanced coordination and communication

Poster

Baseline assumptions	
• Publication Lead is responsible for providing data package to agency partner • Timeline from kickoff following disposition notification) to print production of 5-12 weeks • Agency responsible for review of congress guidelines, disclosures, and other compliance and congress-specific paperwork (e.g., author forms) • Agency responsible for author outreach for approvals • Agency responsible for ICMJE documentation, including use of publication-tracking platforms • Agency responsible for developing full poster first draft, including up to 5 individual graphs, figures, or tables (composited figures are counted individually) • Agency responsible for data verification / fact checking and poster layout ○ NOTE: other poster projects (e.g., poster draft provided to agency to lay out, graphics and administrative support only, encore poster) would have differing assumptions • 2-3 rounds of author reviews, including final review/approval • Agency responsible for uploading poster and/or poster printing/shipping • Submission to single conference (encore submissions fall under separate activity definition)	
Assumptions That Can Affect Hours	Rationale for the Assumption
Accepted abstract (disposition notification received) before work begins, direction to agency to initiate poster development at risk, data, and references provided	Streamlined input (inclusive of a complete data package) reduces development time
Use of existing poster template	De novo templates require additional time for design and internal reviews
Total number of authors (<10 vs 10-20 vs >20)	Higher numbers of authors increases time for follow-ups, approvals, and documentation (e.g., author forms, congress forms)
Development of slides for author kickoff/briefing call	Requires time for content development
Agency incorporating internal/external author feedback	Requires time for comment consolidation and integration
Rounds of internal client reviews (including intellectual property approval if needed)	Iterative feedback rounds extend timelines
Out of pocket expenses for printing/shipping included as pass-through cost	Inclusion of pass-through expenses in the fixed poster development rate would increase baseline cost

Oral Presentation

Baseline assumptions	
• Publication Lead is responsible for providing data package to agency partner • Timeline from kickoff following disposition notification) to congress upload of 5-12 weeks • Agency responsible for review of congress guidelines, disclosures, and other compliance and congress-specific paperwork (e.g., author forms such as Conflict of Interest (COI)) • Agency responsible for author outreach for approvals • Assumes 10-15 slides • Agency responsible for ICMJE documentation, including use of publication-tracking platforms • Agency responsible for development of slide deck (including figures and layout) as well as data verification / fact checking ○ NOTE: other presentations (e.g., from first draft, encore presentation) would have differing assumptions • 2-3 rounds of author reviews, including final review/approval • Agency responsible for uploading presentation • Submission to single conference	
Assumptions That Can Affect Hours	Rationale for the Assumption
Use of existing slide template	De novo templates require additional time for design and internal reviews
Total number of authors (<10 vs 10-20 vs >20)	Higher numbers of authors increases time for follow-ups, approvals, and documentation (e.g., author forms, congress forms)
Development of slides for author kickoff/briefing call	Requires time for content development
Rounds of internal client reviews (including IP approval if needed)	Iterative feedback rounds extend timelines
Development of speaker notes/script	Requires time for content development
Agency incorporating internal/external author feedback	Requires time for comment consolidation and integration

Manuscript

Baseline assumptions	
• Timeline from kickoff to journal submission of ~12-20 weeks • Assumes ~3,000 words with 20-40 references • Assumes source data, summary data, protocol, CSR, and all statistical analyses provided by client prior to initiation • Publication Lead is responsible for providing data package to agency partner • Agency responsible for review of journal guidelines, disclosures, and other compliance and journal-specific paperwork (e.g., author forms) • Agency responsible for author outreach for approvals • Assumes 5-6 figures, tables, or graphs • Agency responsible for ICMJE documentation, including use of publication-tracking platforms ○ NOTE: other presentations (e.g., partial write from first draft, edit and style only) would have differing assumptions • Agency responsible for data verification / fact checking • 2-3 rounds of author reviews, including final review/approval • Agency responsible for mock submission • Agency responsible for manuscript submission, including author forms • Development of journal response letter (minor comments) and manuscript revisions after receiving journal feedback	
Assumptions That Can Affect Hours	Rationale for the Assumption
Total number of authors (<10 vs 10-20 vs >20)	Higher numbers of authors increases time for follow-ups, approvals, and documentation (e.g., author forms, congress forms)
Development of slides for author kickoff/briefing call	Requires time for content development
Development of target journal grid	Requires time for content development
Development of content outline for author review	Requires time for content development
Agency incorporating internal/external author feedback	Requires time for comment consolidation and integration
Agency support for pre-submission inquiry	Requires time for content development
Editorial support for journal proof	Requires additional editorial time
Out of pocket expenses for open access fee/article processing charges included as pass-through cost	Inclusion of pass-through expenses would increase baseline cost
Inclusion of supplemental tables/figures	Requires time for content development