



CALL FOR ABSTRACTS

Deadline for submission November 19, 2021

We encourage all to share the amazing work of your team

Submit your research/project findings to help other transplant professionals improve and promote organ donation and transplantation at their organization



The UNOS TMF Planning Committee invites individuals to share their research/project findings and experience by submitting an abstract for consideration in order to:

- Enhance the transplant clinical and administrative professional's knowledge and skills in the area of transplant management
- Provide a forum that meets the educational needs of participants, regardless of their level of experience
- Foster information sharing among participants

Each abstract will be considered for presentation and/or poster and for one of the \$1,000 Transplant Management Forum Abstract sponsored awards, to be announced at the Annual Transplant Management Forum.

Don't Miss the
DEADLINE!


Submission Deadline

- Abstract submissions will be accepted anytime between April 19 and November 19, 2021
- *Abstracts will not be accepted past midnight Eastern Time of the November 19 deadline*
- Abstract forms are to be submitted electronically to TMFabstracts@unos.org
- You will receive an email confirmation within two business days of submitting your abstract

Abstract Preparation

- Abstracts must be pertinent to the principles and methods of organ donation/transplantation and appropriate to conference goals
- Abstracts will be considered for one of the designated award categories listed below. Select ONE category that best fits the scope of work the abstract describes
 - **Financial Operations:** Financial workflows, reimbursement strategies, budgeting, cost containment, or fiscal responsibility
 - **QAPI, Safety and Regulatory:** Quality initiatives, improvements in patient safety, center or OPO culture of safety, adoption of new quality methodologies, or other benchmarking/metrics, regulations including how they were met, including training/education requirements
 - **Clinical, Operations:** Innovative approaches to staffing/personnel, managing workload and services, logistical projects/improvements, new clinical programs, Information Technology projects
 - **Strategy/Marketing/Leadership:** Outreach, marketing, physician or customer relationships, work to extend referral base, branding, and succession planning
 - **Advancing Organ Donation:** Demonstrate success in efforts that increase organ donation, organ donation awareness or registering donors in your service area, unique collaboration activities between transplant centers and OPO's

Abstract Formatting



New automated form
designed to facilitate
abstract submission

- Abstracts will be evaluated for completion of requested information and adherence to ALL instructions
- All abstracts must be submitted using the online form at <https://unos.org/about/tmf/>
 - Save the form to desktop before completing and submitting
 - **Form must be saved as LastName_TMF2022 and type .doc or .docx**
 - Content must be in Calibri, 10pt
 - The abstract can be no more than 2 typed pages of content inclusive of charts, graphs, etc.

Abstract Formatting

- Abstracts must conform exactly to the instructions provided for electronic submission:
 - To enter text in the form, mouse and click on the gray text box and begin typing
 - You can cut and paste content into the form. Remember to mouse and click on the gray box
 - Insert all referenced figures/charts/tables under the Section “Figure/Charts/Tables.”
 - Graphs, etc. must be labeled and legible
 - Use standard abbreviations, like kg, g, mg, ml, %, etc.
 - Place special or unusual abbreviations in parentheses after the full word the first time it appears
 - Use numerals to indicate numbers, except to begin a sentence
 - For therapeutic options/drugs, use only generic names
 - Ensure all authors are listed (first and last names and degrees held by each). Underline primary author’s name
 - The complete name of the contact person submitting the abstract with credentials, transplant program name, city, and state is required
- ★ *You may submit an abstract presented elsewhere or published in abstract form up to one year prior to the UNOS Transplant Management Forum, as long as you include a citation of original publication or presentation*

Criteria for Evaluation of Abstracts – Each abstract must describe:

1. **Problem/Situation:** Briefly and clearly state the problem/situation to be investigated or described, including the objectives of the research, program, or activity, and how it applies to the principles and methods of organ donation/transplantation
2. **Methods/Practices/Interventions:** Describe how the research was performed using rigorous scientific methods, and/or demonstrate that appropriate program planning and evaluation methods were employed
3. **Findings/Solutions/Conclusions:** Describe the results/outcomes along with relevant data that correlates the problem/Situation with findings/solutions/conclusions
4. **Implications/Relevance:** Discuss relevance to the professional practice of other transplant professionals and to the award category selected

Abstract Scoring



STOP!
IMPORTANT INFORMATION

- ★ Abstracts will be blinded for anonymous peer review
- ★ Abstracts that include reference to the following will not be reviewed
 - *Places (cities or states) in the title, body of the abstract, tables, graphics, etc.*
 - *Authors, companies or organizations (e.g., centers-either by name, acronym or UNOS center code) in the title, body of the abstract, tables, graphics, etc.*
- ★ **Proprietary abstracts will not be reviewed. It is recommend that abstracts commercial in nature be included in the paid sponsor/exhibitor activities of the forum**
 - During the blind review, abstracts will be rated using the following criteria:
 - Is the topic relevant to the category selected?
 - Is the problem or situation clearly described? What were your project goals?
 - Are the methods/practices/interventions described and are they appropriate to the project goals?
 - Are the outcomes reported and are they appropriate to the methods?
 - Does the data demonstrate the impact of the interventions?
 - Are the implications and relevance of the findings/solutions/conclusions stated?
 - Would the implications/relevance be useful at other transplant programs?
 - The abstract also will be evaluated for completion of requested information and adherence to ALL instructions

Criteria for Evaluation of Abstracts – Each abstract must describe and will be reviewed against the following Criteria	Review your abstract using the following questions?
Title and Category Selected	Does the title reflect your project? Is the project appropriate for the category selected? Were the reported results in line with the topic?
Problem/Situation: Briefly and clearly state the problem/situation to be investigated or described, including the objectives of the research, program, or activity , and how it applies to the principles and methods of organ donation/transplantation	Is the problem or situation clearly described? Is the rationale for doing the work evident? Are the project goals stated? Does the project have an application within the field of transplantation and donation?
Methods/Practices/Interventions: Describe how the research was performed using rigorous scientific methods, and/or demonstrate that appropriate program planning and evaluation methods were used	Are the methods/practices/interventions described? Are they appropriate to the project goals? Are the methods Innovative? Is this a new approach?
Findings/Solutions/Conclusions: Describe the results/outcomes along with relevant data that correlates the problem/Situation with findings/solutions/conclusions	Are the outcomes reported and are they appropriate to the methods? Does the data demonstrate the impact of the interventions?
Implications/Relevance: Discuss relevance to the professional practice of other transplant professionals and to the award category selected	Are the implications and relevance of the findings/solutions/conclusions stated? Why was this work important for transplant? Are/Could the findings relevant to other programs?
Importance of the topic (work) to the Category selected	Final Review – Includes scoring of all above criteria, plus a score for Importance – Is the work important and beneficial to transplant in the category selected as compared to others in the category?

Final Abstract Review for Awards

Scoring: 1 = Poor / 5 = Excellent * Importance = Benefit to transplant as compared to others in the category

Abstract	Problem/ Situation (1-5)	Methods/ Practices/ Interventions (1-5)	Findings/ Solutions/ Conclusions (1-5)	Implications/ Relevance (1-5)	*Importance (1-5)	Total Score
Category 1 - Finance						
Abstract 1	0.00	0.00	0.00	0.00	0.00	0.00
Abstract 2	0.00	0.00	0.00	0.00	0.00	0.00

General Information for Accepted Abstracts

- All accepted abstracts will be posted in pdf format prior to the meeting on the TMF mobile app/virtual platform
- Poster format for an accepted abstract is to be **46"x 46" maximum** for presentation at the forum
- A study group representative will present the accepted abstract at a designated time to discuss the abstract with forum attendees
- Award winners will be announced at the Annual Transplant Management Forum



- *The UNOS Transplant Management Forum Planning Committee reserves the right to recommend that abstracts of a commercial nature be included in the paid sponsor/exhibitor activities of the forum*

Publication

- It is highly recommended that authors submit a full manuscript to the journal *Progress in Transplantation* for publication

Visit <https://unos.org/about/tmf/> to see and get the new submission form, click and view the new learning module and view a sample abstract.