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Life Sciences Presentation Evidence Integrity Checklist

Every slide you present is a scientific statement. Treat it like one.

A practical checklist for keeping scientific presentation content current, traceable, and defensible.

For medical affairs, scientific communications, medical, regulatory, and field medical teams at pharma and biotech companies.

WHAT'S INSIDE

- Source and citation accuracy
- Version control
- Controlled reuse and access
- Data currency
- Review and approval status
- Meeting and Q&A readiness

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Scientific slides outlive the meetings they were built for. A superseded survival curve, an unversioned claim, or a backup slide nobody re-reviewed can undermine credibility with clinicians and create real exposure in an inspection or audit. This checklist walks the full lifecycle of presentation evidence - from source citation to post-meeting follow-up - so your team can find gaps before a reviewer, regulator, or skeptical KOL does.

How to use this checklist

Run this checklist against one high-priority deck first - an active MSL deck or an upcoming advisory board - rather than trying to audit everything at once. Score each item as met, partial, or gap, and assign an owner and date to every gap. Repeat quarterly and after any major data readout, label change, or guideline update.

1. Source & Citation Accuracy

Every claim, statistic, and figure on a slide should trace to a verifiable source a reviewer can retrieve.

- ☐ Every data claim, statistic, and visual maps to a specific citable source (publication, CSR, approved label, or data on file) - not institutional memory of "what we've always shown."
- ☐ Citations carry enough detail to relocate the source: authors, journal, year, and a DOI or data-on-file reference number.
- ☐ Figures reproduced or adapted from publications have been checked against the original - axis scales, error bars, n values, and footnotes match.
- ☐ Every data-on-file reference points to a document that actually exists in your document management system and can be retrieved on request.
- ☐ Citation formatting follows one consistent house style (e.g., AMA or Vancouver) across the entire deck.
- ☐ Permissions or licenses are confirmed for any reproduced third-party figures, tables, or images.

2. Data Currency & Outdated Content

Confirm that what is on the slide is still true today - and that superseded content has actually been retired.

- ☐ Each slide has a named content owner and a defined review interval or expiry date.
- ☐ Data cut-off dates are stated on the slide (e.g., "data cut-off: March 2026") so audiences know the vintage of what they are seeing.
- ☐ Slides built on interim analyses are flagged for mandatory update when the next data cut or final analysis reads out.
- ☐ Label-derived content has been checked against the current approved label in every market where the deck will be used.
- ☐ Superseded content - older efficacy curves, prior guideline versions, retracted or corrected publications - has been retired from live decks, not just moved to the back.
- ☐ A defined trigger process exists: a label change, new readout, guideline update, or retraction prompts review of every deck containing the affected slides.

3. Version Control & Single Source of Truth

There should be one authoritative version of each slide, with a history you can reconstruct.

- ☐ One authoritative version of each core slide exists in a system of record - email attachments and personal drives are not it.

- ☐ You can answer "which exact version of this slide was presented at that meeting" - version history is retained, never overwritten.
- ☐ Draft, in-review, approved, and retired states are unambiguous - no guessing from filenames like final_v7_REAL.
- ☐ When a slide is updated, you can identify every deck that still contains the old version.
- ☐ Retired slides are archived rather than deleted - you may need to show precisely what was presented and when.
- ☐ Field and affiliate teams pull current decks from the source of truth before each use rather than presenting locally saved copies.

4. Review & Approval Status

Approval state should be visible, current, and scoped to the intended use - before anyone presents.

- ☐ The approval status of every slide - approved, pending, expired, rejected - is visible at a glance to the people assembling and presenting decks.
- ☐ Content is approved for its intended use and audience (proactive HCP engagement vs. reactive-only vs. internal training), and that scope is recorded with the approval.
- ☐ Approval expiry dates are tracked and re-review is scheduled before expiry, not discovered after.
- ☐ Post-approval edits route back through review - even "cosmetic" changes, because a revised footnote or axis label can change meaning.
- ☐ Reviewer comments and how each was resolved are documented and retrievable.
- ☐ You can demonstrate who approved what, when, and in which version without reconstructing email threads.

5. Controlled Reuse Across Decks

Approved slides get reused constantly - the check is whether reuse preserves both the content and its approval context.

- ☐ Slides are reused from the approved source, not rebuilt from memory, screenshots, or an old copy on someone's desktop.
- ☐ When an approved slide is placed in a new deck, the surrounding context does not change its meaning - sequence, builds, and added headline claims are reviewed.
- ☐ Modified copies of approved slides are treated as new content requiring review - "based on an approved slide" is not an approval.
- ☐ For any given slide, you can list the decks and meetings where it currently appears.
- ☐ Regional and affiliate adaptations preserve the approved core content and follow local re-review requirements.
- ☐ The people assembling decks can tell a current approved slide from a stale copy at the point of use, not after the fact.

6. Access, Permissions & Audit Trail

Who can see, edit, approve, and share content should be deliberate - and reconstructable if questioned.

- ☐ Access is role-based and intentional: who can edit, who can approve, and who can download or present is a decision, not a default.
- ☐ Draft and unapproved content is not visible or downloadable to field teams, speakers, or external partners.
- ☐ External sharing with consultants, agencies, and speakers is scoped and time-limited, with a record of what was shared, with whom, and when.

- ☐ An audit trail captures edits, approvals, and distribution events in enough detail to reconstruct the history of any slide.
- ☐ Access is revoked promptly when staff depart or agency contracts end.
- ☐ Permissions are reviewed on a regular cadence to confirm they still match current roles and vendors.

7. Meeting, Q&A & Backup-Slide Readiness

The deepest scrutiny often lands on the slides you did not plan to show - hold them to the same standard.

- ☐ Backup slides exist for anticipated questions - subgroups, safety detail, methodology, comparator context - and meet the same evidence standard as the main deck.
- ☐ Backup slides are approved for reactive use, and presenters know exactly where the proactive/reactive boundary sits.
- ☐ Presenters are briefed on data provenance and can answer "what is the source and data cut-off for this figure" without leaving the podium.
- ☐ The final presented version is locked and archived before the meeting, and it matches what is in the system of record.
- ☐ Post-meeting follow-up commitments ("we'll send that analysis") are logged, tracked, and fulfilled with approved content.
- ☐ For high-stakes meetings - advisory committees, regulatory hearings, major congresses - a slide-by-slide fact-check against source documents is performed by someone other than the content author.

About SlideSource Library

SlideSource Library gives scientific presentation content a governed home - version history, evidence and reference traceability, visible approval status, and controlled slide reuse - working alongside Veeva Vault and the systems your team already relies on. If closing the gaps in this checklist is on your roadmap, visit slidesource.com to learn more or request a demo.