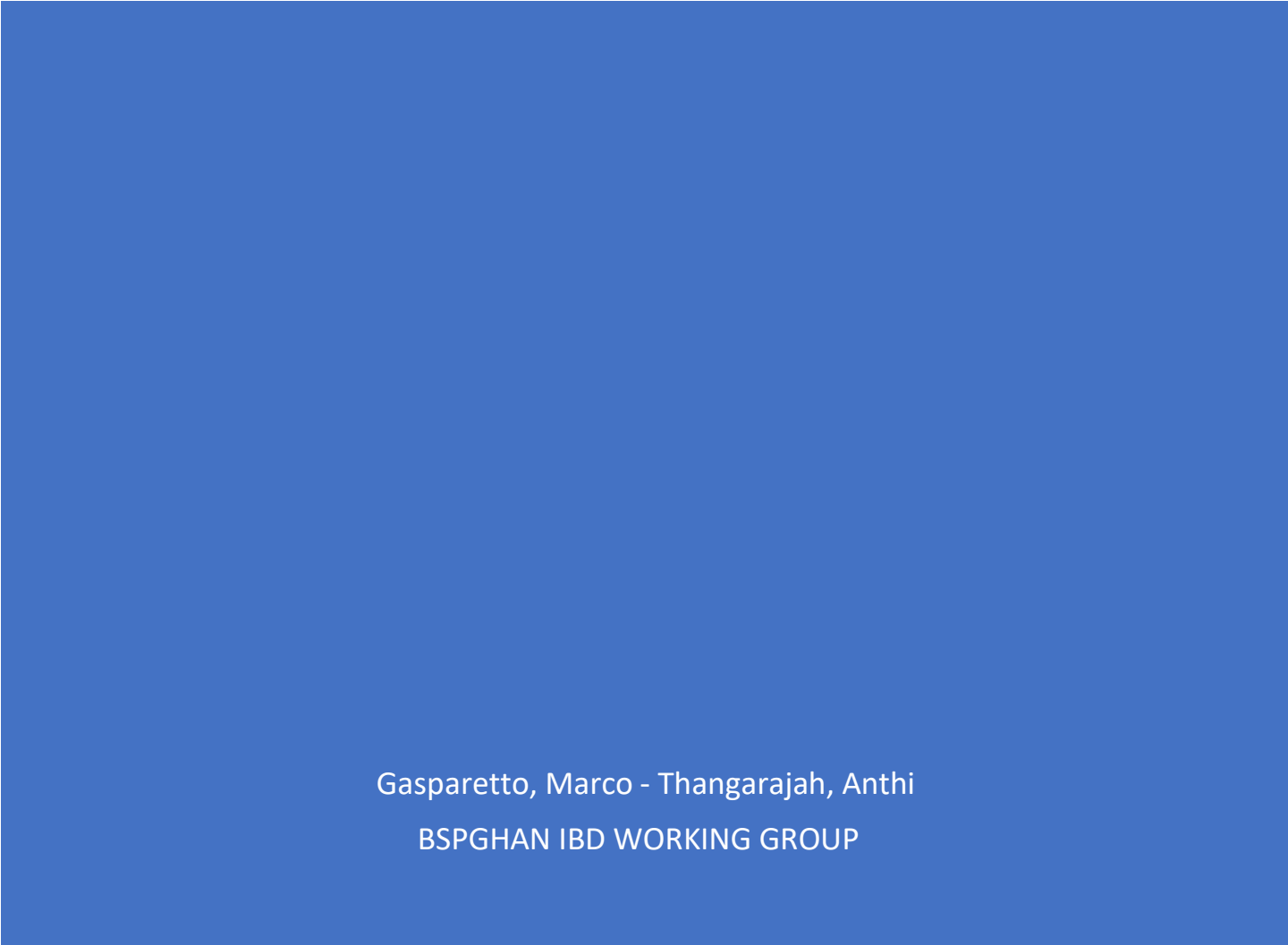




BSPGHAN SOP FOR PIBD RESEARCH PROJECT PROPOSALS



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BSPGHAN IBD WORKING GROUP

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BSPGHAN SOP FOR IBD RESEARCH PROJECT PROPOSALS		2024

Approvals	BSPGHAN IBD WORKING GROUP, BSPGHAN president
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Reviewed by	BSPGHAN IBD working group, NEPIC Committee
Approved by:	BSPGHAN IBD WORKING GROUP BSPGHAN CONVENOR - COUNCIL

1. Purpose:

The BSPGHAN IBD Working Group and the NEPIC Committee offer the opportunity to submit proposals for multi-centre, nationwide (UK) research studies in the area of paediatric IBD, that could be observational (retrospective, prospective), or translational.

2. Scope

- To provide a BSPGHAN framework by which centres across the UK can submit proposals for research studies related to PIBD, and involve multiple centres nationwide.
- To provide accepted proposals with an endorsement from the BSPGHAN IBD WG.
- To provide received proposals with constructive feedback for improvement in the form of a peer review from the BSPGHAN IBD WG and the NEPIC committee, unless they are rejected in the first instance.
- There is no limitation to the number of endorsed research projects that can be received/approved.
- There is no funding from BSPGHAN to support the research proposals submitted, however this infrastructure will facilitate participation of networking centres, a peer review process with feedback and an official endorsement upon acceptance.

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3. Responsibilities

3.1.1. BSPGHAN

The BSPGHAN Office will send out reminders of the open call for PIBD research projects to the Membership twice a year, i.e. October and March.

The BSPGHAN Office will submit the applications received to the Chair of the BSPGHAN IBD WG.

When a project proposal is approved by the BSPGHAN PIBD WG and NEPIC, BSPGHAN will then promote the project through the societal newsletter, inviting other UK centres to participate.

3.1.2 BSPGHAN IBD Working Group and NEPIC

The BSPGHAN IBD WG Chair will combine the applications received between March and October, and between October and March the following year.

The Chair will share the applications received with the BSPGHAN IBD WG members and with the NEPIC Committee two times per year, i.e. in March and in October.

The members of the BSPGHAN IBD WG and the NEPIC Committee will review and score the applications by focusing on the following aspects: relevance, novelty, research methodology, feasibility of the research, budget implications (separate scoring grid provided below).

Upon scoring the application(s) received, the members of the BSPGHAN IBD WG and the NEPIC Committee will also provide a peer review.

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The Chair of the BSPGHAN IBD WG will provide the applicant(s) with formal feedback based on the peer review, through an outcome letter. Outcome could be a green light to send a call out to promote the research project across the BSPGHAN Membership, a request to modify and resubmit, or a decision not to proceed.

Updates on accepted and/or ongoing projects will be provided during the Annual Meeting of BSPGHAN by the IBD WG during the IBD session.

3.1.3 Applicants

Applicants can be any BSPGHAN Members (including AHPs and trainees) involved in PIBD care.

Applicants are responsible for submitting high-quality, collaborative projects that benefit the field of paediatric IBD, from both a clinical and research perspective.

There is no specific template for the submission, but the maximum length of the proposal should be three A4 pages and it should include sufficient background, aims, methods/design, power calculations, preliminary results (if available) and funding (if required).

If a project is approved by the BSPGHAN IBD WG and NEPIC, then the applicant is responsible for obtaining REC approval at their own Institution. This will subsequently benefit all other UK centres that will be joining the project.

Centres and Institutions across the UK that intend to join a project accepted by the BSPGHAN IBD WR and NEPIC are responsible for seeking approval at their Trust as per local policy (e.g. audit, service evaluation, quality improvement, Caldicott Guardian approval, etc.).

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4. Procedure

4.1 Any BSPGHAN member (including trainees and AHPs) can submit a research proposal related to PIBD for consideration.

4.2 The proposal will be submitted to the BSPGHAN Office for the attention of the Chair of the IBD Working Group at any time of the year.

4.3 The proposals received will be collated and will be formally assessed by the WG Chair, members, and by the NEPIC Committee members, twice a year, i.e. October and March. The BSPGHAN Research Committee may also be involved ad-hoc to assess the methodology of specific applications, where deemed required by the IBD Working Group and/or NEPIC.

4.4 There is no specific template for the submission, but the maximum length of the proposal should be three A4 pages and it should include sufficient background, aims, methods/design, power calculations, preliminary results (if available) and funding (if required).

4.5 Ethics approval will be responsibility of the centre/Institution submitting the research proposal and will need to be in place before the study (if approved by the WG and NEPIC) can be shared with the BSPGHAN Membership to recruit other centres.

4.6 Once the proposal has been reviewed by the WG and the NEPIC committee, then feedback based on peer review is provided to the centre applying. Outcome could be a green light to send a call out to the BSPGHAN Membership and recruit other centres interested in the project, a request to modify and resubmit, or a decision not to proceed.

4.7 The scoring grid utilised is provided below (5.1) and will include the following criteria: relevance, novelty, research methodology, feasibility of the research, budget implications.

4.8 Upon approval by the IBD WG of BSPGHAN and NEPIC, the successful applicant will need to obtain ethics approval at their own Institution (if not in place already) and will need to provide a template for data extraction, in the form of a word file document and/or an electronic platform (e.g. RedCap), that can be shared with the other participating centres.

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4.9 Once ethics approval and the extraction data form are in place, the BSPGHAN Office will e-mail the Membership to put out a call for participants.

4.10 Each participating centre will need to set up the necessary requirements for service evaluation/audit and/or ethical approval at their local Institution, as required by their internal regulations, and depending on the type of research study.

4.11 The title of each paper resulting from studies supported through this network will need to acknowledge the BSPGHAN IBD Working Group.

4.12 With regards to authorship of any published manuscript resulting from studies supported by this network, each centre contributing with at least one patient will be granted one co-author. Two co-authors may be allowed for centres contributing with high patient numbers, the threshold to be defined by the coordinating centre, based on the individual study characteristics.

4.13 Updates on accepted and/or ongoing projects will be provided during the Annual Meeting of BSPGHAN by the IBD WG during the IBD session.

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5.1 SCORING GRID UTILISED TO ASSESS THE RESEARCH PROJECTS

RECEIVED

APPLICANT's NAME / CENTRE

0: min – 3: max points per item

1. RELEVANCE OF THE RESEARCH TOPIC TO PIBD (0-3)
2. NOVELTY OF THE RESEARCH (0-3)
3. METHODOLOGY (0-3)
4. FEASIBILITY (inclusion/exclusion criteria, study design, resources)
(0-3)
5. BUDGET IMPLICATIONS (0-3)

TOTAL (0-15)

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