



Medication Safety Research Network of Indiana (Rx-SafeNet)

Project Mentoring Team Policy

Purpose of the Project Mentoring Team Policy

To describe the process for Project Mentoring Team (PMT) review of projects and to delineate the roles and responsibilities of the PMT.

Purpose of PMT Review

- The purpose of PMT review is to provide feedback to strengthen Rx-SafeNet projects; investigators are not required to make changes based off of PMT review, however often benefit from this expert feedback.

Project Mentoring Team Appointments

- There is no standing PMT; service is on an ad hoc basis. When a PI requests PMT review, the Network Director will identify a group of 3-4 individuals with appropriate expertise to review project materials and provide feedback.

Expectations for the Project Mentoring Team

- Meaningful and timely review of study materials (i.e., methods section from grant proposal, study “one-pagers”, IRB protocol, etc., as available) submitted to Rx-SafeNet with feedback focusing on ways in which the study could be enhanced. The PMT will have a minimum of two working weeks of time to review study materials prior to meeting with the PI to provide feedback.
- Active participation at PMT meetings. Review meetings will include the PMT, project PI and/or co-investigators, and the Network Director and/or their designee.

Project Mentoring Team Authorship and Compensation

- A PMT member may serve as an author on an Rx-SafeNet publication if they meet the criteria for authorship and the Principal Investigator of the project agrees. This should be discussed as early as possible.
- PMT reviews are not compensated

Timeline for Review

- The exact timing for PMT review will depend upon when the PI engages with Rx-SafeNet about the project. The goal is for PMT review to occur as early in the project as possible, however the timeline is flexible as not to discourage collaboration.