



## 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.