Medication Safety Research Network of Indiana (Rx-SafeNet)

Project Selection and Approval Policy

Purpose of the Project Selection and Approval Policy

To describe the process for collaborating with Rx-SafeNet on research projects and to delineate the roles of individuals involved.

Process for Collaborating with Rx-SafeNet on Project Ideas

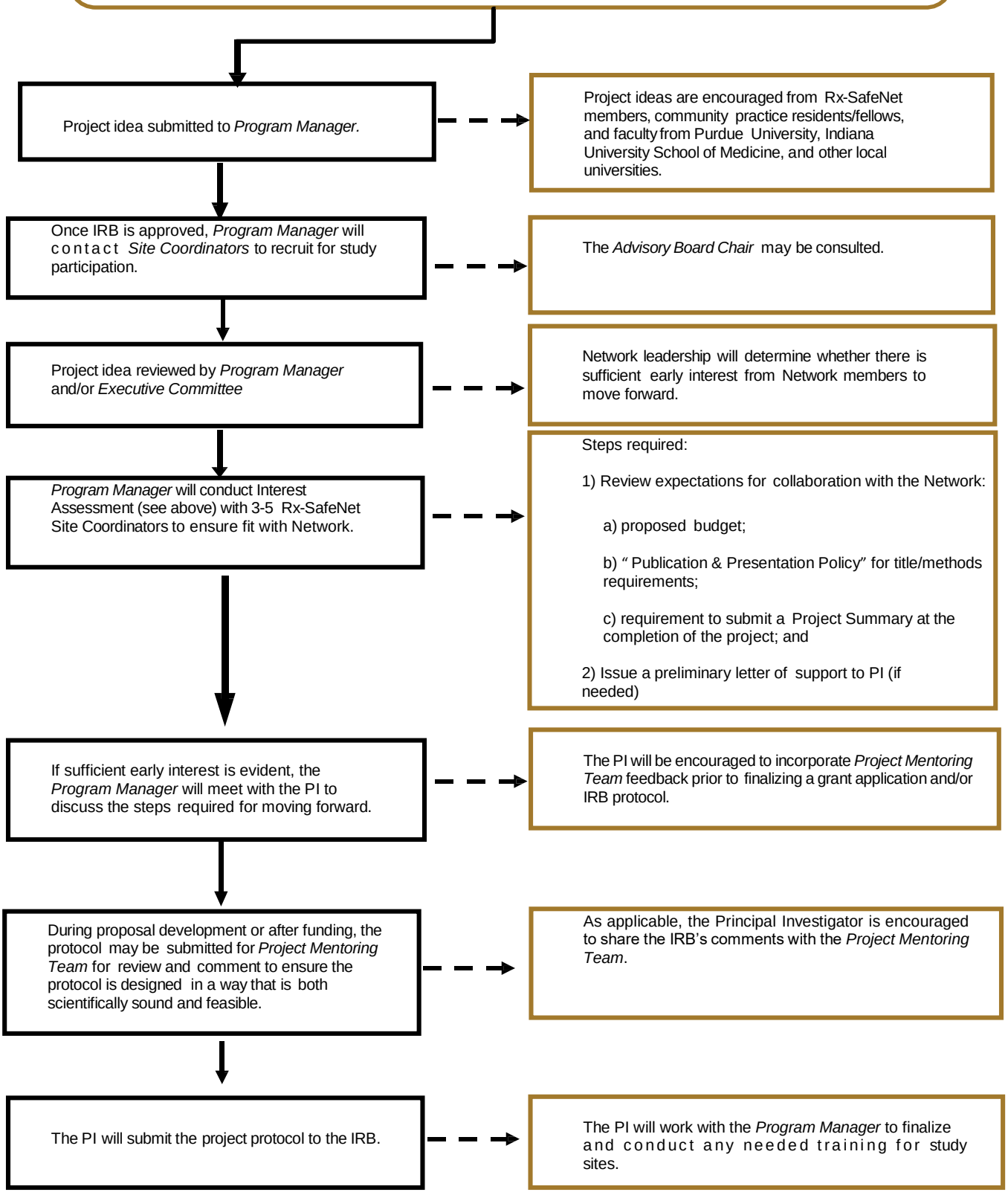
See "Project Flowchart" on the next page for the progression of projects through the Network.

- All project ideas should be submitted to the *Program Manager* using the "Request to Collaborate Form" by the *Principal Investigator* (or their designee) of the project. This form can be submitted by email.
- The *Program Manager* and/or Rx-SafeNet *Executive Committee* will review project ideas to ensure that proposed projects fit Rx-SafeNet's Mission and can be successfully carried out with the resources available.
- The *Program Manager* or his/her designee will meet with the *Principal Investigator* to discuss the necessary steps for moving forward with the project, including a grant proposal submission, if applicable. These steps include: 1) Detailed review of "Information for Investigators Collaborating with Rx-SafeNet"; including review of:
  a) proposed budget to ensure pharmacists/pharmacies are compensated and *Program Manager* and/or *Executive Committee* effort is included as applicable; b) Publication & Presentation Policy for title/methods requirements; c) option to submit a Project Summary after the project is completed
- Rx-SafeNet *Site Coordinators* are the designated individual at each pharmacy that will receive correspondence from the network staff regarding project opportunities.
- Initial feedback regarding a project opportunity will be gathered by the *Program Manager* or his/her designee from a small sample (3-5) of *Site Coordinators* identified at the *Program Manager's* discretion who have knowledge and/or experience with the topic. The purpose of this initial sample is for focused feedback and assessment of early interest (*Interest Assessment*).
- If the *Interest Assessment* from *Site Coordinators* is positive, the *Program Manager* will meet with the *Principal Investigator* to review the necessary steps for moving forward with a grant proposal submission, and if applicable, issue a preliminary letter of support to the *Principal Investigator* on behalf of the Network for the proposal submission to funding agency and/or IRB.
- At any point during project development, the *Principal Investigator* may submit the study protocol to for review and comment by the *Project Mentoring Team (PMT)*. (see Project Mentoring Team policy).
- If applicable, the *Principal Investigator* is encouraged to share the IRB's comments with the *Project Mentoring Team*.

- Once IRB approval is received, the Principal Investigator will provide the *Program Manager or his/her designee* with a summary of the study and information needed to determine pharmacy eligibility for participation as well as a copy of the approved IRB protocol. Then, the *Program Manager or his/her designee* will contact *Site Coordinators* to recruit for study participation. The *Principal Investigator* will work with the *Program Manager or his/her designee* to finalize and conduct any needed training for study sites.

MEDICATION SAFETY RESEARCH NETWORK OF INDIANA

(Rx-SafeNet)



November 2017

The time from submission of the Project Idea Form to completion of Project Mentoring Team review is designed to be completed in as little as 30 days.