Medication Safety Research Network of Indiana (Rx-SafeNet)

Project Selection and Approval Policy

Purpose of the Project Selection and Approval Policy

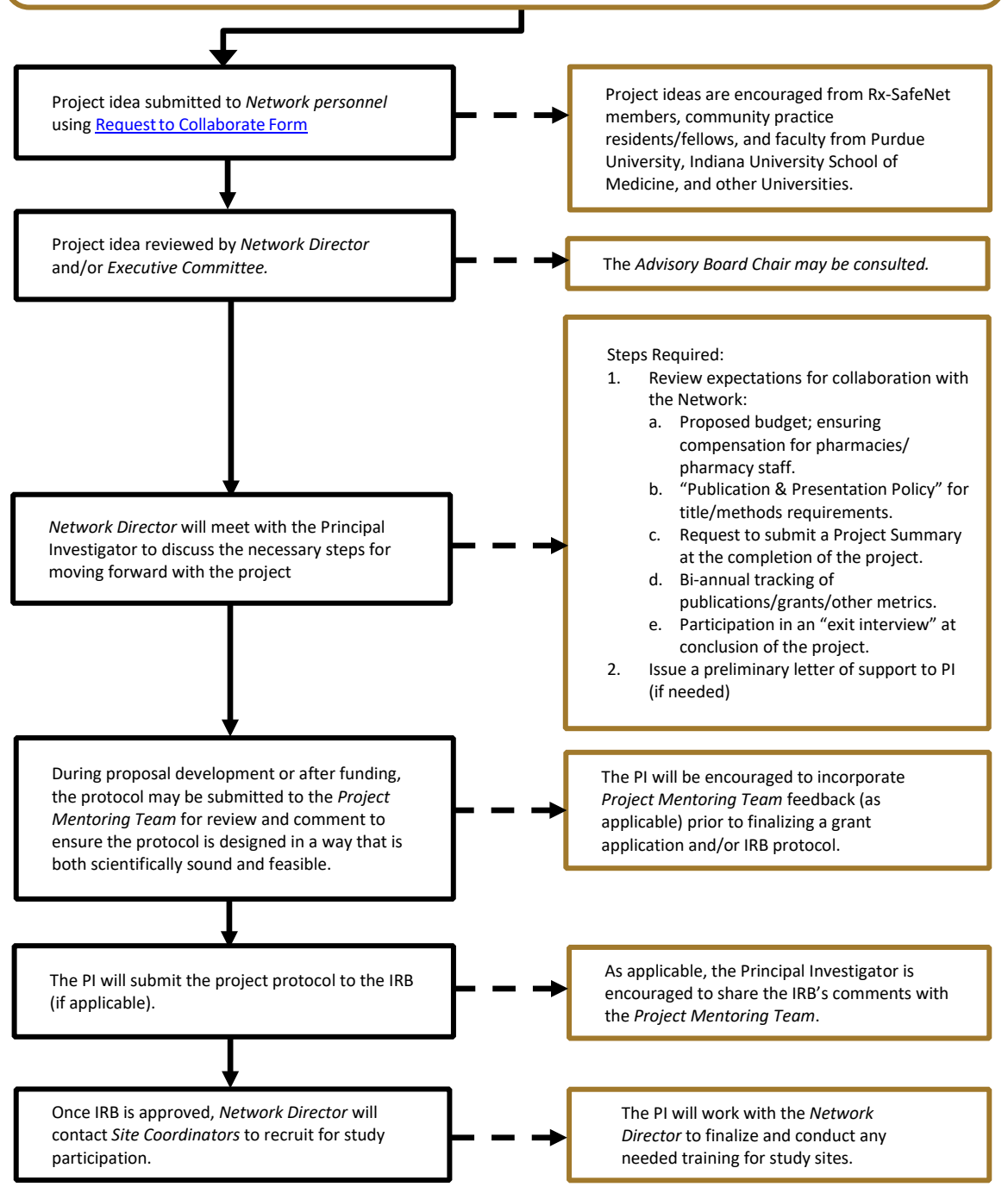
To describe the process for collaborating with Rx-SafeNet on research projects and to delineate the roles of individuals involved.

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 new project requests should be submitted using the "Request to Collaborate Form" by the *Principal Investigator* (or their designee) of the project.
- The 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 *Network Director* 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: proposed budget to ensure pharmacy staff/pharmacies are compensated and *Rx-SafeNet personnel* effort is included as applicable
    2. Issue of a preliminary letter of support to the *Principal Investigator* on behalf of the Network for the proposal submission to funding agency and/or IRB
    3. Review of Publication & Presentation Policy for title/methods requirements
    4. Option to submit a Project Summary after the project is completed
    5. Assistance with bi-annual tracking of publications, etc.
    6. Participation in an "exit interview" at the conclusion of the project
- At any point during project development, the *Principal Investigator* may submit the study protocol 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 *Network Director 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 *Network Director or his/her designee* will contact *Site Coordinators* to recruit for study participation. The *Principal Investigator* will work with the *Network Director or his/her designee* to finalize and conduct any needed training for study sites.

MEDICATION SAFETY RESEARCH NETWORK OF INDIANA (Rx-SafeNet)



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