**Definitions of Society for Endocrinology Research Support**

Research Proposals

A Society member will approach the Society via the clinical@endocrinology.org email address to either send in a completed research proposal form or request assistance with completing the form. The Society member should be able to answer all the questions on the form to move the project forward.

The form is then submitted to the Clinical Committee at their next meeting, the lead member or member of the research group is invited to speak to the proposal at the meeting and answer questions the committee may have.

The committee will give the one of the following outcomes: approval/requires more information/not approved at this time.

 If approved the proposal is sent to Council for ratification and the project will commence

 If more information is required then the lead member is invited to provide this via email and this will be sent to the committee via email. The committee will then decide the outcome, once again, giving one of the three outcomes.

 If approval is not given at this time, then the lead member is invited to re-propose the proposal at the next committee meeting based on the comments received from the committee.

Society Staff Input

The Society’s clinical research activity is currently managed by the Clinical Practice Manager. This role also includes the work of the Clinical Committee and its related subgroups and activities. This role is supported by the Professional Practice Officer role, who can assist in the project management of the research projects.

The Society can offer the below support, subject to capacity and approval from Clinical Committee:

* Secretariat – the Society will set up and coordinate meetings for the project group, take and disseminate meeting minutes and actions.
* Data Management – assist with the creation of data questions, liaise with data platform company for the build of the database. Once the database is up and running aid with facilitation of data collection at selected sites, run data queries and clean the data as far as is reasonable
* Data Extraction - the Society will assist with exportation of the collected data of the project and host the database. The Society reserves the right to outsource this work to an external party. The Society is not responsible for data analysis at this time
* Project Management – the Society will assist with the Research Proposal Document, maintenance and ongoing chasing of actions for the project, keeping the project to time and targets highlighted in the proposal form as far as is reasonable and achievable, project evaluation reports and publications. The Society will not be involved in set up and maintenance of additional research sites for a project.
* Grant Holder – the Society will hold the pot of money from the project funder and disseminate accordingly depending on cost incurrence.
* Stakeholder – the Society can endorse a project (per the endorsement policy)
* Steering Group Member – provide advice and guidance on a particular project throughout the conception and running of the project, whilst not managing the project

During the Research Proposal process the organisation and the Society will decide upon the desired and expected input of the Society going forward from the above categories. Multiple options can be selected per project.

The costing of the human resource time for the project will be calculated into the funding request or be maintained by the Society itself, depending upon the agreement for the Project.

Service Improvement Projects

The Society will actively look to support projects that are aimed at service improvement of endocrinology patients and care pathways. These projects will be fully funded by a pharmaceutical company or external (to the Society) source and be for patient benefit. These will be short in duration (6-18 months) and aim to produce outputs that are generalizable and relatable. A Steering/Project Group would be created for the overseeing of this project. The Group would have members of the Society’s Clinical Committee and/or members of the Society. The Society’s Clinical Committee will have final approval of whether the Society will enter into agreement for a project. The Society website will include a short summary regarding the project and any links available.

Database Projects

The Society leads/participates in national/international registries, audits and databases and represents the UK in global projects. These would be considered on an individual basis and the decision would be based on capability and capacity, the proposer having full external funding and the topic being of importance to the majority of our clinical members (preference for safety related objectives, improving care for patients seen by most Endocrinologists). The Society would hold the rights to the database at the residence of the Society and further work or analysis to use the database would be on an application basis. This would be reviewed by the Steering Group related to the Project. The Group would have members of the Society’s Clinical Committee and/or members of the Society. The Society’s Clinical Committee will have final approval of whether the Society will enter into agreement for a project. The Society website will include a short summary regarding the project and any links available.

Audit Projects

Audit projects will assess current practice and identify areas where further research is required to improve patient care. The Society defines an audit project as collecting data from hospital or patient records that has been previously documented. The Society’s Clinical Committee will have final approval of whether the Society will enter into agreement for a project. The Society website will include a short summary regarding the project and any links available.

Survey Projects

Members can apply (through application form and view of their survey questions) to the Society to have their survey published on the Society website to promote participation and raise awareness. The application is passed through Clinical Committee for final approval and then uploaded to the Society website. The survey will be taken down upon completion date as set out by the application form.

Costings

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| **Item** | **Cost** |
| Secretariat | 0.1FTE per month at £3,000 per year |
| Data Management | 0.1 FTE per week at £10,000 per year |
| Data Extraction | Dependent upon complexity of Request \*\* |
| Project Management | 0.1FTE per week at £10,000 per year |
| Grant Holder | £100 per year |
| Stakeholder | Endorsement Fee of £1000 |
| Steering Group Member | 0.1FTE per month at £3,000 per year |
| Data Registry Platform | £20,000 per year of data collection  |

\*\*Data Extraction Costs

£500 per day of time to extract and compile data requested. Level of complexity to be determined by the Society and the Steering Group of the project in reference. Request will also be budgeted on whether the requester is a member or non-member of the Society.

Funding

The project proposer is expected to be able to fund the project they have proposed to the above costings via funding obtained from grants, non-commercial or commercial grants. The Society, under the project management guise, is able to help try and secure funding for the project alongside the project proposers. The total cost of the funding grant should be discussed with the Society prior to application of the grant so that the Society can advise that the correct costings have been accounted for.