
WEST VIRGINIA CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE

WVPBRN Project Submission

Overview

The West Virginia Practice-Based Research Network (WVPBRN) of the West Virginia Clinical & Translational Science Institute (WVCTSI) Community Engagement and Outreach Core (CEO) realizes the importance of supporting clinical research projects that impact clinicians and patients around the state. When projects are submitted for network support, the network staff will ensure a uniform and consistent review process with clinical feedback to guide the project.

Purpose

The WVPBRN accepts project proposals and ideas from network membership, clinicians, and researchers for network support. This submission process is required for projects to be reviewed by network members as project that fits the goals and mission of the network.

Scope

This document outlines the WVPBRN proposal submission process required for projects engaging the network in research efforts.

Clarification

WVPBRN project teams should follow their institutional policies and procedures regarding project protocols, including Institutional Review Board (IRB) or other internal review requirements.

Definitions

Protocol Review Committee: Network members representing a variety of geographic areas and clinical perspectives that review network project submissions to score based on clinical and network relevance, as well as feasibility in clinical settings.

Project Team: The individual(s) listed on the proposal submission form as contact personnel on behalf of the project.

Policy

The WVPBRN should be notified of interest prior to project submission to determine guidelines for submission and define expectations.

Procedures

1. Upon interested individual completing online proposal submission form located on the WVPBRN website, network staff will ensure that the information is properly recorded and information is complete.
2. Study proposals submitted to the WVPBRN by principal investigators must be aligned with the WVPBRN's mission, vision, goals, and current research objectives. The total body of work undertaken by the WVPBRN will be consistent with the following principles. Projects must:
 - I. be designed and implemented collaboratively with the WVPBRN
 - II. address a question of importance to primary care and public health
 - III. have the potential to influence practice and health care delivery
 - IV. have the support and interest of the clinician members and partners of the WVPBRN
 - V. be led by an appropriate principal investigator or co-investigator
 - VI. have adequate funding, if needed, as determined by the WVPBRN
 - VII. have the potential for knowledge dissemination in some form, publication in a peer-reviewed journal, and/or additional funding opportunities
3. Project information from the proposal submission form is transferred to the WVPBRN Protocol Reviewer Form with any attachments.
4. A survey is created for collection of review feedback that focuses specifically on
 - I. relevance of the topic in primary care,
 - II. feasibility within a clinical setting,
 - III. general feedback regarding overall project design and implications.
5. The review document, attachments, and review survey link is sent to the entire Protocol Review Committee and given 7-10 days to review.
6. Once the review is complete, reviewer comments are de-identified and transferred to the WVPBRN Reviewer Feedback document.
7. The WVPBRN Reviewer Feedback document is reviewed by network staff and sent back to project team. The committee may request additional information from the PI if Network project role is not clearly defined.
8. If the project is accepted by the Protocol Review Committee, a letter of support from the WVPBRN is drafted for the project team to review. The letter of

support outlines the roles and responsibilities of the project team and the network.

9. If a project is not accepted, the PI is encouraged to meet with the WVPBRN staff to discuss feedback to incorporate into the proposal. The PI is then able to resubmit to a second review to re-evaluate the revised protocol.
10. To fulfill obligations to the WVPBRN, the PI is responsible to do the following:
 - I. IRB approval before the research begins,
 - II. Partner with Network sites that includes bi-directional communications throughout the project,
 - III. Submit progress reports at the six-month interval and at the project completion or annually,
 - IV. Submit a detailed dissemination plan for reporting research results to the appropriate health professionals/clinicians and to the practices and communities utilized in the research.

Roles and Responsibilities

It is the responsibility of the project team to provide accurate information upon completing the online form. WVPBRN reserves the right to request additional information at any time to aid the review process. Project details shall not be distributed for any use other than communicating with members and sharing within the WVPBRN and WVCTSI organizations.

Approval and Authority to Proceed

I approve the project as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	3/07/17



Approved By

3/07/17
Date