

PC⁴ Proposal Submission and Review Process (Revised Spring 2020)

Quality improvement initiatives are iterative processes that benefit from first understanding the epidemiology and variation of a given problem. In an effort further leverage the Pediatric Critical Care Consortium (PC⁴) registry for epidemiologic investigation and quality improvement initiatives of interest to the cardiac critical care community, the PC⁴ leadership, Data Coordination Center (DCC) and Scientific Review Committee (SRC) continue to explore opportunities to improve our submission and review process. Submitted letters of intent (LOI) and proposals have been limited by feasibility, clarity of the question, granular knowledge of registry elements (by investigators and Scientific Review Committee members), topic interest and perceived impact.

As a result, the submission and review processes are revised as follows:

1. Letter of Intent – A one page letter stating the proposed study question/primary aim, its potential impact and identification of the Primary Investigator and Senior Investigator, when appropriate.
2. If the SRC determines the study is of interest and potentially impactful, the DCC will determine feasibility. If feasible, a full proposal will be requested. A SRC member and a Database Committee member will be assigned to participate in proposal development. Additional content experts may also be recommended which may include a liaison from the Quality Committee. A minimum of four institutions (independent of Committee liaisons) must be included for all proposals.
3. Once the final proposal is submitted, the Primary and Senior Investigators will have an opportunity to present their proposal to the SRC prior to final determination of acceptance.

The goal of this new structure is to provide additional PC⁴ support to our community, improve the quality of proposals while making the process more efficient for all, and to build on our foundation of knowledge for future cardiac critical care quality improvement initiatives.

Proposed deadlines, expectations, and review structure:

1. Letters of Intent – Rolling
 - a. The SRC will review provide initial review of the LOI. If there is potential impact and interest, DCC will determine feasibility.
 - b. If feasible, a full proposal will be requested. DCC, SRC, and Database Committee Chairs will recommend liaisons and additional content experts, if needed, to participate in proposal development. Additional contribution from the Quality Team may also be recommended for proposal development.
2. Proposal - Due three months following receipt of approval letter for proposal development.
 - a. If proposal not submitted, the Primary and Senior Investigator forfeit their roles in leading the project.

- b. A minimum of four institutions (independent of Committee liaisons) must be included in all proposals.
 - c. The expectation is that each member of the investigator team and appointed liaisons are active contributors to proposal development.
3. Review structure
- a. Letters of Intent can be submitted anytime. They will however be reviewed monthly by the SRC and DCC.
 - b. Proposals are due to the SRC and DCC Chairs 3 months following receipt of approval letter for proposal development.
 - c. Proposals will be reviewed quarterly (dates TBD)
 - d. Up to 4 proposals will be reviewed each quarter and include an up to 8 minute presentation by the Primary Investigator followed by discussion (Q&A) between presenters and SRC members. If capacity exceeded, proposals for review will be prioritized by submission date and potential impact.