**QResearch Science Committee Meeting 20.04.20**

**Minutes**

**Dial In Remote Access**

**Attending:**  Julia Hippisley-Cox, Sarah Lay-Flurrie, Clare Bankhead, James Sheppard, Winnie Mei, Rebekah Burrow, Pui San Tan, Claire Meadows (minutes)

**Apologies:** Mike Walton, Stavros Petrou

**Chair:** Rafael Perera

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| **1 Welcome & Apologies** | **ACTION** |
| **2 Minutes and actions last meeting**  Last meeting’s minutes approved by committee.  RP used a template letter to inform applicants that their projects have been successful in the QResearch application process. RP will share this document with CM.  Going forward, RB will take responsibility for tracking applications on the system and communicating with lead reviewer and will then liaise with CM to make sure letters are sent.  JHC will add RB to the QResearch inbox  As per last minutes, the group confirmed that they want to go ahead with committee membership training with the deputy chair of the Independent Scientific Advisory Committee (ISAC). CM to liaise with group to find meeting slots, and ask if he would be happy for us to record the training.   |  | | --- | |  | | RP  JHC  CM |
| **3 Matters arising  - to include updates on applications/resubmissions**  JHC confirmed that there are currently no new applications in the QResearch system apart from the OX79. There were a large number of projects for which funding had been applied which will eventually filter through.  CB raised possible ambiguity in one of the three standard application responses ‘Approved, with conditions’. CB suggested the wording ‘Review and Resubmit’. The group approved this.  Group discussed the application form and whether it could be altered to upload protocols directly. JS thinks form is helpful, so the way forward would be to still have the application on the website, but be able to upload protocol and refer to sections in this document on the online form. After discussion, the group thought that keeping the current form and requesting all information to appear in the current form, expedites the review process so rejected the proposed change.   |  | | --- | |  | |  |
| **4** **ICNARC data linkage**  JHC confirmed that she has joined with ICNARC to have access to their intensive care data. This widens the pool of projects that can be accessed by QResearch data. JHC wondered whether 1) the committee should include an intensive care practitioner, and 2) should the committee reach out to an intensive care practitioner to review applications.  JS remarked that there was possible longevity in taking someone onto the committee, even after COVID-19 ends. Maybe offer initial term of 12 months and review. The group were agreeable.  JHC will reach out to the department of Intensive Care Medicine to find out whether they have someone who would be agreeable to reviewing applications and being on the committee.  With regards to an influx of COVID-19 related projects onto the QResearch system, JS raised concerns about the committee being in a position to approve some applications over others. This should be a decision for the funding body.  RP suggested that the applications be evaluated against our current criteria for applications, the quality of the science and the publication of lay summaries. JS suggested a time limit for publication of lay summaries, to facilitate decisions on which applications to take forward. The group was in agreement. The group also agreed that if projects differ far from their original lay summary, they should be submitted as new applications.  RB to visit CPRD website to gain a definition of what constitutes an amendment, and feed back to group.  Lay summaries should be published on the QResearch website, and circulated to team via JHC’s Science Committee OneDrive folder. JHC to give RB access to OneDrive folder. | JHC  RB  JHC |
| **5 Committee membership**  As per last meeting’s minutes, RP has had an initial conversation with Dr Benjamin Cairns, who has expressed interest in joining the committee, but has not confirmed yet. RP to chase Dr Cairns for confirmation and if agreed, to obtain his CV for circulation to the rest of the committee.   |  | | --- | |  | | RP |
| **6 Fast track review process**  The group reflected on the review of a recent fast-track application. The process takes days to approve rather than weeks. |  |
| **7 AOB & date of next meeting**  11th May, 1pm – 2pm, dial-in details to follow |  |