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QResearch Scientific Committee Meeting 08.06.20
Minutes
Dial In Remote Access

Attending: Julia Hippisley-Cox, Sarah Lay-Flurrie, Clare Bankhead, James Sheppard, Rebekah Burrow, Stavros Petrou, Claire Meadows (minutes)

Apologies: Mike Walton

Chair: Rafael Perera

1 Welcome & Apologies	ACTION
<p>2 Minutes and actions last meeting</p> <p>Last meeting's minutes approved by the Committee.</p>	
<p>3 Matters arising</p> <p>Committee agreed to expand search for Committee members to other groups within the department who can add value, and broaden scope of applications. Several names were put forward. Committee members will follow up with these potential candidates and report back on progress in time for next meeting.</p>	
<p>4 Applications in progress (including fast track)</p> <p>OX29 Committee intend to inform applicant to revise and reapply. JHC left the meeting as she is a co-applicant.</p> <p>OX84 This was a revise and resubmit. Nothing heard back from applicant as of time of this meeting.</p> <p>OX85 Approved, based on strength of responses to first review. JHC left meeting as she is a co-applicant.</p> <p>OX86 If responses to review meet expectations, then this application will be approved. Reviewer to double check and respond to applicant. JHC left meeting as she is a co-applicant.</p> <p>OX99 Review not yet taken place. RB to report back at next Committee Meeting. JHC and SP left meeting as they are co-applicants.</p> <p>OX100 Approved. JHC left meeting as she is a co-applicant.</p>	

<p>5 Applications started (including fast track)</p> <p>RB confirmed that there are twelve applications currently in the system. Not all of these will become projects.</p> <p>JS stated that the Committee needs to be more specific as to what constitutes 'fast track'. RB will search for guidance on BMJ and Lancet as to fast track criteria and report back.</p> <p>JHC added that it would be of benefit to be able to provide clinical judgement on fast track applications and has suggestions to include a member of her PHC Epidemiology team to the Committee. JHC will invite this team member and report back</p> <p>SP suggested that MW have a more active role in reviewing applications owing to his clinical experience. Committee agreed that this would be a good idea.</p>	<p>RB</p> <p>JHC</p>
<p>6 Review of application process</p> <p>The Committee discussed declaration of conflict of interest by reviewers. JHC stated that the stage of application matters to be able to make an accurate declaration of COI.</p> <p>RP suggested that if a member of the Committee feels conflicted before starting the review then she should declare, and avoid reviewing that application.</p> <p>The Committee also agreed that they are happy for their names to go out to applicants if they have reviewed the application but are not happy for reviews to be in the public domain. Publishing lay summaries is okay.</p> <p>Discussion on applicant CVs is deferred until the next Committee meeting.</p>	
<p>7 ICNARC data use requirements</p> <p>The Committee agreed to conduct communications via email on this item outside the meeting due to time constraints.</p>	
<p>8 AOB & Date of next meeting</p> <p>13th July 13:00 – 14:00. Dial-in details to follow</p>	