## QResearch Scientific Committee Meeting 13.07.20
## Minutes
## Dial In Remote Access

**Attending:** Julia Hippisley-Cox, Sarah Lay-Flurrie, Clare Bankhead, Rebekah Burrow, Stavros Petrou, Ashley Clift (observing), Paul Aveyard, Claire Meadows (minutes)

**Apologies:** Mike Walton, James Sheppard

**Chair:**   Rafael Perera

| | ACTION |
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| **1 Welcome to new member Paul Aveyard, observer (Ashley Clift) and apologies** | |
| **2 Minutes and actions last meeting**<br><br>Last meeting's minutes approved by the Committee. | |
| **3 Matters arising**<br><br>RB has added fast-track criteria to QResearch website | |
| **4 PPI document from Advisory Board**<br><br>RP presented NIHR guidelines from Derek Stewart of the QResearch Advisory Board to the Committee. Committee agreed that these guidelines are useful, especially the 'top questions' section. RB to incorporate these into the QResearch website.<br><br>RP stated that PPI involvement in the Scientific Committee is not only important, but necessary. JHC agreed and stated that lay summaries need 'lay eyes'. CB suggested that RB review how PPI is factored into other similar committees such as ISAC and UK Biobank.<br><br>SP also suggested that the Committee refer to the INVOLVE guidelines for compensation of PPI members. | RB<br><br><br>RB |
| **5 Terms of Reference**<br><br>RB and JHC had refined he terms of reference following the completion of the first year of the new committee, the recent training event and feedback from applicants. The changes to the terms of reference were agreed by the committee with the exception that it is not the role of the committee to determine whether the data requested matches the protocol – this is the role of the QResearch core team. | |
| **6 Process for identifying and inviting new committee members** | |

The Nuffield Department of Primary Care Health Sciences is part of the NIHR School for
Primary Care Research. Head of Department: Professor Richard Hobbs FRCGP FRCP FESC FMedSci

Athena SWAN Silver Award

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| The Committee recommended that appointment of the Chair and Deputy Chair should be for two years; that there should be a minimum of 8 members on the Committee due to increasing workload with COVID-19 applications. The minimum number for quorate should be 5 members.<br><br>Committee decided that the term for the Deputy Chair should be the same as the Chair.<br><br>JHC will update the terms of reference and send a new link for consideration by the Committee by the end of next week.<br><br>Committee agreed that clinical and health economics presence on the Committee could be increased and this could be highlighted in the forthcoming recruitment.<br><br>Following a suggestion by RB, JHC recommended that advertising for members as opposed to inviting people is good for diversity. The Committee agreed. Committee could advertise within the department and MSD as well as externally to the University. Applications should include a short CV and a short interview will be conducted, as well as a scoring system on applications. RB to draft advertisement and check processes with HR.<br><br>Committee agreed that the quota for new members should be kept flexible for the time being. Deadline for applications should be before next meeting.<br><br>It was noted by RP that ISAC already has a process for recompense which we could follow. | JHC<br><br><br><br><br><br>RB |
| **7 Review of application process**<br><br>Committee decided to maintain that filtering wrong research to ensure a basic minimum standard, should remain the goal of the Committee.<br><br>There were comments on pairing reviews with a methodologist and clinician, but this may be difficult due to only having two clinicians on the Committee.<br><br>External reviews should be sought if the application hasn't received peer review at the discretion of the led reviewer.<br><br>The Committee raised the issue of declaration of conflict of interest in funding, in potential applications. PA is in favour of full disclosure as it allies us with the conditions for publishing in journals. JHC agreed but will raise this in the Advisory Board meeting at the end of this month.<br><br>Experience in electronic research is desirable in applications as the Committee do not want to be doing the work for the applicant. JHC to check whether it's stated that the research team should have a statistician and feed back to Committee.<br><br>RP stressed that it's essential that applicants have primary care experience | JHC<br><br><br><br>JHC |

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| **8 Applications started (including fast track)** | |
| 1. Applications in progress | |
| • **OX7** – SP to review and present at next meeting | SP |
| 2. <u>FYI</u> | |
| • **OX29** - revise and resubmit. Awaiting revised version<br>• **OX85** – fast track approval<br>• **OX86** – fast track approval<br>• **OX99** – revise and resubmit<br>**OX100 –** fast track approval | |
| **9 Applications expected before next meeting**<br><br>     OX94, OX102, OX24 - amendment | |
| **10 AOB & Date of next meeting**<br><br>PA, as a recent applicant, enquired into whether it would be possible to submit a protocol instead of the QResearch form. The Committee made a decision previously on this point that the application form takes priority. But RP suggested the Committee implement an exit question, with the view to piloting submission of protocol instead of form.<br><br>24th August 13:00 – 14:00 Dial-in details to follow | |