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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

	ACTION
1 Welcome & Apologies	
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.	RP
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	JHC
As per last minutes, the group confirmed that they want to go ahead with committee membership training with Richard Stevens. CM to liaise with group and Richard to find meeting slots, and ask if he would be happy for us to record the training.	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	

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

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 Duncan Young and Peter Watkinson 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 Ben Cairns, who has expressed interest in joining the committee, but has not confirmed yet. RP to chase Ben for confirmation and if agreed, to obtain Ben's 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	

Action point	Owner	Notes
Create template of outcome letters from Committee decisions	RP to send examples to CM CM or RB to design final template	RP sent examples 21/4/20
Add RB to the QResearch inbox	JHC	Completed 23.04.2020
CM to liaise with Richard Stevens to find meeting slots, and ask if he would be happy for us to record the training.	CM	Completed. CM will be circulating doodle poll for w/c 8th June.
Reach out to Duncan Young and Peter Watkinson to find out whether they someone who would be agreeable to reviewing applications and being on the committee.	JHC	Completed 23.04.2020.
Visit CPRD website to gain a definition of what constitutes an amendment, and feed back to group.	RB	Completed 27.04.2020
Give RB access to OneDrive folder	JHC	**Completed 23.04.2020**
Chase Ben Cairns for CV and report back in time for next meeting	RP	Completed. Ben has to wait for NDPH clearance on this.