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## PROCEDURES DOCUMENT

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### Procedures associated with IBD Research Foundation grant applications

#### Introduction

As a result of an initiative by members of the European Federation of Crohn's & Ulcerative Colitis Associations – EFCCA, the IBD Research Foundation was established in 2008 with its prime aim to assist people involved in Crohn's and Ulcerative colitis research and related education projects throughout Europe. This includes the award of small bursaries to assist professionals such as scientists and nurses to take part in IBD related scientific and educational events. Funds allocated for research are to be subjected to a Scientific Peer Review process.

However for the IBD Research Foundation the rules also provide for the active involvement of a committee of patient representatives.

Following the Scientific Review, the Patient Representatives Committee will therefore also reflect upon the applications and the Scientific Review Committee's decisions, before coming to their own final decision. The Patient Representatives Committee makes the final choice of successful applications. Afterwards the Foundation secretary will contact both successful and unsuccessful applicants.

To ensure impartiality and integrity in the peer review process the IBD Research Foundation has developed this written Procedures document, which can be found on the IBD Research Foundation website at: [www.ibdresearch.org](http://www.ibdresearch.org) . This document may be updated over time, but it will not be updated during the reviewing process of any specific grant program.

#### Procedures after receipt of applications

1. Applications received by the Foundation Secretary before midnight on the pre-advertised closing date will be reviewed by the Foundation Management Board taking into account the criteria set for awards.

Any application falling outside of the criteria will be rejected and the applicant notified by the Foundation Secretary, countersigned as necessary by the Foundation Chairman.

2. The remaining applications will be sent by the Foundation Secretary to experienced professionals for peer review together with an evaluation form for comments and grading.

All scores and comments from the reviewers are to be sent to the Foundation Secretary and totalled for each applicant. An average score for each application is then calculated.

3. A Scientific Review Committee will be established comprising experienced professionals.

Applicants with need of clarification on specific points will be given the opportunity to answer these queries. This refers to all types of grants.

If there is a conflict of Interest in any part of the process additional independent reviewers will be sought as appropriate

4. Following this procedure the Patient Representatives Committee will then review the applications. After taking into account the results of the Scientific Review Committee, the Patient Representatives Committee will make the final decision(s) about which applications are successful.
5. The Foundation Secretary will by the pre-advertised date advise the winning applications of their award. In due course a Research Award contract will be issued by the IBD Research Foundation.
6. Successful applicants may have to provide regular reports to the IBD Research Foundation and where applicable the Foundation may wish to seek the advice of the Scientific Review Committee on the progress of the project.