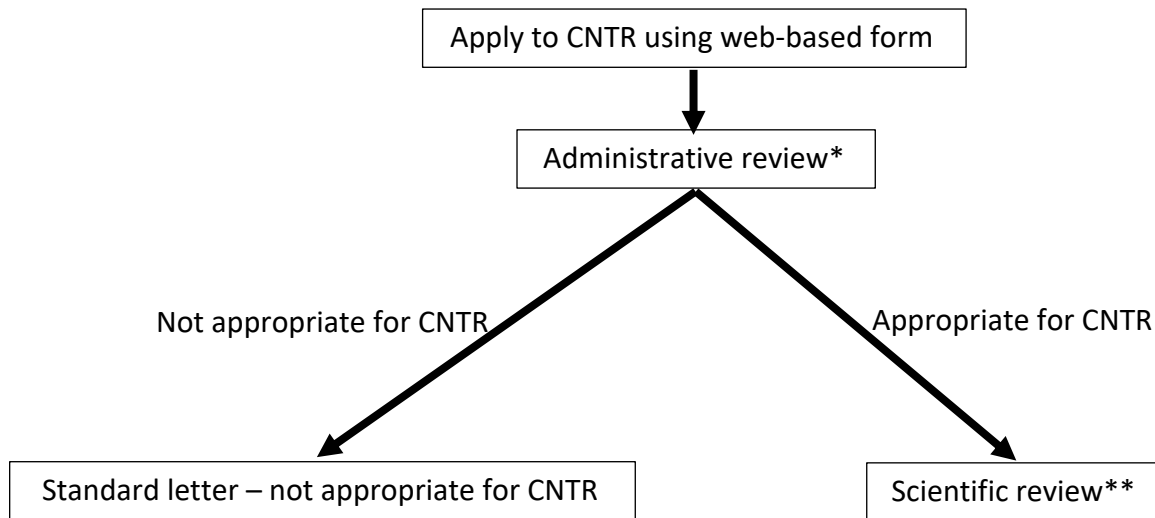


CNTR Study Proposal Evaluation Process

Introduction: CNTR seeks to improve coordination and funding for multicenter studies related to trauma care and to provide support and mentorship to investigators seeking a career in trauma research. Researchers are encouraged to submit proposals for evaluation to the Scientific Advisory Council. This document outlines the criteria and process used to determine the level of CNTR engagement with the proposed project.



***Administrative review:**

By whom: CNTR staff led by CNTR Executive director – Michelle Price

Criteria for administrative review:

1. Feasibility based on available CNTR resources
2. Types of studies CNTR wishes to promote from an administrative standpoint
3. Budgetary considerations

Process: TBD by CNTR Executive director – Michelle Price

****Scientific review:**

By whom: Scientific review panel selected by CNTR SAC

Criteria for Scientific Review

#1 – Evaluation of research question priority

- The proposal will be evaluated to ensure it is within the scope of CNTR's mission and priority will be evaluated based on the results of the NTRAP project when available

#2 – Evaluation of CNTR services required & feasibility of CNTR participation

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- The proposal will be evaluated to ensure that sufficient resources are available within CNTR to support the proposed project (staffing, expertise & time). Applicants will be asked to submit a checklist of the services requested of CNTR from a list of services listed on the CNTR website.
- The proposal will be evaluated as to whether there are CNTR staff available to work on the application given the other programmatic activities and new application submissions.

#3 – Evaluation of Funding Opportunity

- Applicant will be asked to submit proposed funding source and timeline for grant application, and history of prior grant submissions.
 - What is the likelihood of funding?
 - Is the role of CNTR sufficient to justify participation?
 - Is there a fundable role for CNTR in the project application?
 - Is there potential benefit to the CNTR Core Member organizations/members?

Process for Review

1. Application submitted on line by investigator including information outlined above.
2. CNTR staff conduct initial assessment of study priority and request additional information as needed
3. Initial SAC review (2 weeks)
 - Use “key words” to match research proposal with reviewers
 - 2 reviewers assigned to evaluate proposal and present summary to SAC
 - Priority & Significance
 - Feasibility
 - Environment
 - Investigator
4. Full SAC review via teleconference/email correspondence to make recommendation (2 weeks)
 - a. Accept
 - b. Reject
 - c. Revise
5. If rejected, letter sent to submitter with reasons for rejection or revision
6. If accepted, schedule meeting with CNTR administration, SAC lead, PI for discussion of SOW, etc.

Principles

- Total of 6-week timeline for turnaround
- Complete transparency in process
- Promote on website
- Solicit feedback on process from submitters

Next steps

- List/link to NTRAP objectives (in mid 2021)
- Create evaluation form for administrative review and scientific review (seek volunteers)
- Create feedback process