**ACCP Pulmonary PRN**

**Research Committee**

**Guidance Document**

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|  | **Title:**  Research Committee Standard Operating Procedures (SOP) | |
| **Revision Number:**  Version 2.0 | **Prepared by:**  2022-2023 Research Committee | **Date Prepared:**  November 2022 |
| **Effective Date:**  XX 2023 | **Approved by**:  2022-2023 Pulmonary PRN Officers |  |

**Charges**

1. Increase poster submissions to the Annual Meeting to increase PRN involvement and representation
2. Facilitate collaborative multisite research projects with goal to disseminate findings via publication in either *JACCP* or *Pharmacotherapy*
3. Aim to publish at least one publication in *JACCP* or *Pharmacotherapy* per year
4. Develop the Pulmonary PRN poster for presentation at each ACCP Annual Meeting
5. Provide feedback to the PRN officers throughout the year regarding the need to update/modify/add/delete charges (Committee Chair – December, April, August)
6. Provide summary of activities at the end of the year to the Pulmonary PRN Chair (Committee Chair - October)

**Timeline**

**November/December**

* Chair to receive results of Pulmonary PRN Member Survey Research Committee roster from PRN Officers.
  + This survey will contain list of interested research committee members, those interested in serving as Chair-Elect, and research topics of interest.
* Chair to review and update charges and guidance document in collaboration with other PRN Officers.
* Chair to send email to last year’s members who did not volunteer formally for committee again to determine continued interest.
  + Roster to be provided by the committee’s outgoing chair
* Chair hosts first meeting for entire committee to provide overview of the assigned charges and discuss timeline for the year.
* Chair records meeting minutes and send out to committee after the call.
* Chair-Elect identified from committee membership and confirmed to PRN leadership.

**January**

* Chair submits newsletter updates to PRN Officers.
* Committee finalizes list of research projects and goals of those projects for the year. Primary investigator (PI) and collaborators to be outlined for each project.

**February**

* PI to facilitate work with collaborators to outline research protocol/proposal.

**March/April**

* PI to seek IRB approval through their organization.
* Begin development of Pulmonary PRN poster for the Annual Meeting based on guidance provided by ACCP.

**May-September**

* PI to facilitate ongoing progress with respective research project.
* Chair to email PI(s) for status updates and to offer support.
* Finalize Pulmonary PRN poster and submit for Annual Meeting based on ACCP’s prespecified deadline.

**October**

* Advertise the PRN Poster Walk rounds at the Annual Meeting and solicit the PRN membership for moderators and coordinate these efforts with the Secretary/Treasurer.
* Chair to submit slides for annual meeting. Chair Elect will provide previous year’s slides as an example.
* Chair to present committee updates at annual meeting.
* Chair to provide formal handoff for Chair-Elect.