

Surgical Oncology Network Research and Outcomes Evaluation Committee Project Proposal Guidelines

Summary and Specific Objectives

The BC Surgical Oncology Network exists to promote and advance quality cancer surgery throughout the province by establishing an effective network of surgical oncology care providers, implementing specific recommendations, and integrating surgical oncology services within the formal cancer care system.

The Network's four main functions include:

1. Developing communications tools to enhance surgical decision making provincially;
2. Participating in the identification and/or development of peer-reviewed, evidence-based guidelines based on 'best practice' principles;
3. Developing a high quality continuing professional development program that meets standards of the Royal College of Physicians and Surgeons; and
4. Conducting regionally based research and outcome analyses to provide vital information for Network initiatives.

The mandate of the Research and Outcomes Evaluation Committee (ROE) is to support research and evaluation activities of the Surgical Oncology Network by providing guidance and assistance to Network surgeons with research projects, feasibility studies, and measurement of practice improvement. Committee members will provide guidance and feedback with the development of projects that will lead to improved surgical oncology practice and increased knowledge in the field of surgical oncology. The ROE Committee also oversees data collection and database development initiatives of the SON. The ROE Committee works closely with the Clinical Practice Committee on developing outcomes reporting mechanisms and models.

The ROE Project Program is to identify and enable projects that support the functions of the Surgical Oncology Network. This program can be used to support a variety of initiatives, including obtaining data for early stage pilot or feasibility studies as well as communication or education initiatives. While the Surgical Oncology Network does not provide direct funding in the form of grants, it will provide in-kind administrative and organizational support for approved projects.

Deadline: Ongoing. The ROE committee meets three times a year to evaluate proposals.

Duration of Projects: Short-term and/or pilot projects preferred.

Support Available: In-kind administrative and organizational support

Contact Information

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Eligibility Requirements

All members of the Surgical Oncology Network are invited to apply.

The project leader must be a surgeon practising oncology. External participants may be included in the project proposal as co-applicants.

The proposed project must be directed towards quality improvement for cancer surgery.

How to Apply

There is a two-stage application process:

Stage 1: Feasibility Application

A Project Feasibility Application must be submitted by email to the SON Research and Outcomes Evaluation Committee (ROEC@bccancer.bc.ca). The Feasibility Proposal will be reviewed by the ROE Committee Chair and Coordinator. If approved, applicants will be invited to submit a full application. Applicants will be notified within 4-6 weeks.

Please provide the following information:

- Title of Proposed Project
- Name of Project Leader, Team Members and Contact Information
- Brief description of proposed project, including expected duration/timeline (maximum 1 page)

Stage 2: Submission of Full Project Proposal (*invited applications only*)

The full application will include the following:

1. **Cover page:** including the proposed title of the project, project leader (name affiliation, telephone, fax, e-mail) and team members (name affiliation, telephone, fax, e-mail).
2. **Project Overview:** (half page maximum) stating the objectives of project and the approach, highlighting the expected significance of the work. This must indicate how the research proposal fits with the objectives of the Surgical Oncology Network.
3. **Commitment to Project:** Indicate the number of hours total that the project leader and co-investigators intend to devote to the project described in the present application. Also indicate any other resources that you will commit to this project, e.g. graduate student time, administrative assistant time.
4. **Resources Requested:** Estimate how much support you anticipate that you will require from the SON for this project. Please be as specific as possible, for example, indicate what kind of support you will require and the estimated number of hours. For example, data entry, 20 hours.
5. **Duration:** Indicate the expected duration of this project, including any relevant milestone or deadlines. Please include any submission deadlines for meetings or grants.
6. **Project Proposal:** Limited to a maximum of two pages, with one additional page for figures if necessary. Minimum acceptable font size is 12 point. State the project objectives; background and significance of project; relevance of this project and implications for the improvement of surgical oncology; outline of the research plan, including methodology used; clear exclusion/inclusion criteria, if relevant; criteria to measure the success of the project; plans to disseminate results (proposed journals or meetings).

7. Short CV of applicant(s): Include the following:

- Address and current position of the applicant, indicating start date in that position.
- Publication record of applicant
- List of all grants currently held and applied for, including the source of funding, time period of funding, grant title and the amount of funding.
- A statement of the relationship of this project to these other ongoing projects and grants.

Please submit the proposal electronically to the SON Research and Outcomes Evaluation Committee Coordinator at ROEC@bccancer.bc.ca

Conditions of Funding

Where necessary, the project leader will need to complete and submit an Ethics application.

On acceptance of the proposal, the project leader will be responsible for the project and is expected to work closely with the SON team to guide the project and ensure the milestones are achieved.

Communication Requirement

Recipients who receive support are required to acknowledge the Surgical Oncology Network in any written or oral presentation of research results including scientific articles, news releases, news conferences, public lectures and media interviews.

Evaluation Criteria**1. Quality of the project and potential improvement of surgical oncology**

Is the approach reasonable? How critically is the relevant literature appraised and evaluated? Does the project show a logical progression from previous knowledge? Will the project decrease the impact/burden of cancer? Is the project likely to have a successful outcome within the proposed duration?

2. Methodology

For research projects, is the hypothesis clearly stated and supported? Is the methodology clearly described? Will appropriate methodology be used? Where applicable, has statistical consideration been applied? Are clear inclusion/exclusion criteria expressed? Will this approach work?

3. Scientific credibility/excellence of the investigators/research team

Does the project match the investigators interest and expertise? Does the team have the necessary skills/experience to successfully perform this research? Is there a clear indication in proposal about how research will be coordinated?

4. Feasibility

Are there adequate resources for this study to be completed? Is the project leader available/dedicated to support this research? Can the necessary support be provided by the Surgical Oncology Network? Are there enough project personnel available? Are the timelines realistic? Is the patient population adequate?

The ROE committee meets three times a year to evaluate project proposals. Expert reviewers or other SON Committees may be asked to participate in the review as appropriate to the project.

The Executive Finance Committee will make a final decision on the project based on the recommendation from the ROE Committee.