**Process for prioritisation of projects within ICR-CTSU**

**Purpose and scope:** To define the process for review of project concepts and decisions regarding which projects will be taken forward by ICR-CTSU to be worked up into funding applications. The process will apply to concepts which have been developed in discussion with ICR-CTSU staff, for example as a follow-up to a previous study, as well as unsolicited approaches via the ICR-CTSU website. For more well-developed concepts, and in discussion with ICR-CTSU group leaders, the first stage may be circumvented, proceeding directly to stage two. The process will apply to both clinical studies and methodology projects; however, some aspects of the full review will be less relevant for methodology projects.

**Stage 1: Expression of interest**

* The lead investigator will complete and submit a Project Concept form (see below template) either directly via the website or using a Word version of the template and emailing to ctsu@icr.ac.uk. A project synopsis (maximum 2 pages) may be included if available.
* Project concept forms will be reviewed at the next regular faculty meeting.
* Feedback will be provided as to whether the concept can be worked up further and, if appropriate, a link person will be identified (e.g. Lead or Principal Statistician or CTPM) to work with the lead investigator.
* The project will be logged within the Prioritisation Log

**Stage 2: Full faculty-level review**

* Once the concept has been developed further, the link person or lead investigator (where internal to ICR-CTSU, e.g. for methodology projects) will present a more detailed project proposal at one of the regular faculty meetings.
* The presentation should consider the review checklist (see below) which will be used to inform the decision about whether a project will be taken forward to funding submission.
* The checklist will be completed as part of the faculty meeting. Note that it is not expected that all checklist items will be “Satisfied” in order for a project to be recommended to proceed. However, the checklist will help to assess the extent to which the project aligns with the ICR-CTSU strategy and identify any potential concerns regarding feasibility and/or resourcing.
* Feedback from the meeting will be provided in an email to the lead investigator and/or link person regarding whether the study has been approved to be worked up for a funding application.
	+ For approved studies, feedback will include considerations around timing and resourcing for the funding application, any areas of concern to be addressed, and reference to the associated SOP (TP.02.G1 "Preparing a Budget and/or Funding Application").
	+ For studies that are not approved to proceed, the feedback will include reasons for this. A resubmission may be invited if it was felt that insufficient detail was available for a full review.
* The outcome of the review will be documented within the Prioritisation Log

**ICR-CTSU project concept form** (to exist in both online and Word formats)

As an academic clinical trials unit, ICR-CTSU has a prioritisation process for its research activities to ensure the continued strategic development of its portfolio. If you would like to propose a project for development/delivery by ICR-CTSU, please use the form below to provide brief details of the project concept. A project synopsis can also be attached if available (maximum 2 pages).

Projects will be assessed for importance/relevance of the research question and alignment with the current ICR-CTSU strategic vision which can be found [here](https://www.icr.ac.uk/media/docs/default-source/default-document-library/icr-ctsu-strategy-2023-2027---for-website.pdf?sfvrsn=fba63869_0). If a project concept satisfies initial criteria for development by ICR-CTSU, the design and feasibility of the proposed study will be discussed further with the investigator, and a more detailed review undertaken, before a final decision is made as to whether the project will be taken forward by ICR-CTSU. Priority will be assessed by the ICR-CTSU Directors and Group Leaders with involvement of other senior ICR-CTSU staff as appropriate.

**Investigator name:**

**Institution:**

**Email address:**

**Please indicate the research question that you propose to address within the project, indicating all PICO elements (patients/participants, intervention, comparator, outcomes):**

**Option to upload project synopsis (Word or pdf format; max 2 pages)**

**ICR-CTSU Checklist for faculty review**

The checklist is designed to facilitate review of project proposals presented to faculty as part of stage 2 of the ICR-CTSU project prioritisation process. It is to be completed as part of the faculty meeting and used to inform a decision and written feedback on the proposal. Note that a decision to take the study forward does not require all aspects of the checklist to be “Satisfied”. It is unlikely that projects will satisfy all aspects of ICR-CTSU strategy, for example. Not all elements of the checklist will be relevant for all projects, and this particularly applies to methodological projects.

**Lead investigator/ICR-CTSU lead:**

**Proposal working title:**

|  | **Element** | **Satisfied** | **Not satisfied** | **Unclear** | **N/a** | **Additional comments**  |
| --- | --- | --- | --- | --- | --- | --- |
| **Alignment with ICR-CTSU / ICR strategy** | Patient-centred trial  |  |  |  |  |  |
| Evaluation of smarter, kinder therapies that treat cancer more precisely |  |  |  |  |  |
| Innovations in trial methodology  |  |  |  |  |  |
| Integrated translational research and data science |  |  |  |  |  |
| Purposeful and inclusive patient and public involvement  |  |  |  |  |  |
| Embedded research to improve the sustainability of our trials |  |  |  |  |  |
| Supporting interdisciplinary training of the next generation of trialists |  |  |  |  |  |
| Aligns to elements of the broader ICR strategy |  |  |  |  |  |
| **Clinical relevance/importance** | Clinical setting is a priority for ICR-CTSU (and/or relevant to broader ICR/CRUK strategies) |  |  |  |  |  |
| Likely to contribute to international evidence-base  |  |  |  |  |  |
| Support from relevant clinical community(-ies) |  |  |  |  |  |
| Potential to be practice-changing or with a defined pathway to a subsequent practice-changing study  |  |  |  |  |  |
| **Collaborations** | Academic collaborators identified |  |  |  |  |  |
| Industry collaborators identified, if relevant |  |  |  |  |  |
| International collaborators identified, if relevant |  |  |  |  |  |
| Represents new collaboration(s) for ICR-CTSU  |  |  |  |  |  |
| **Feasibility and resourcing** | Realistic/feasible funding model proposed |  |  |  |  |  |
| Recruitment is likely to be feasible |  |  |  |  |  |
| Available resource within ICR-CTSU to develop for funding within proposed timelines |  |  |  |  |  |