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1 Purpose and Aims

Some topics might require specific Research Groups (RG) for the development of standards, definitions, methodologies and/or guidelines or investigate specific Research topics.

To help groups of individual ESA members to perform research in the field of Anaesthesia, Peri-operative Medicine, Intensive Care, Emergency Medicine and Pain.

2 Scope

The RG SOP is applicable to the Research Department.

3 Definitions

3.1 Research Group

A group of individual ESA members interested in a specific research topic.

3.2 Monitoring

The oversight and administrative efforts that monitors a participant's health and efficacy of the treatment during a clinical trial, as well as data safety and integrity.

3.3 Clinical Data Management

The generation of reliable and statistically sound data from clinical studies, with respect to a specific research protocol.

3.4 Statistical Analysis

Analysis, interpretation and presentation of clinical data by a qualified statistician.

4 Roles and Responsibilities

4.1 Applicant

The applicant individual ESA member taking the responsibility to lead the group and submit the application the Research Committee

4.2 Research Committee (RC)

The RC identifies topics which are relevant for research groups and evaluate applications.

4.3 Research Department (RD)

ESA staff of the Research department will receive applications, check eligibility, circulate them for assessment by the RC, compile scores and notify results to applicants

5 Procedure

5.1 Creation of the Group and appointment of Group Members:

Two options:

- 1) ESA Research Committee (RC) identifies area of interest/gap of research and advertises a call for RG Members. The RG members are selected by applying the general principles of the ESA: an open advertising and selection of members based on objective, transparent criteria. RG members are selected by the RC and approved by the ESA Board.
- 2) An existing group applies to ESA RC to become an ESA RG. Proposed RG members are approved by the RC and approved by the ESA Board. In addition, open advertising can be done by ESA to recruit more group members if deemed necessary.

5.2 Application and Modalities

The ESA RG Chair must be an ESA Active member and should apply to ESA using the ESA RG Application Form (see RCH_01_F1 Research Group Application Form) and return it to ESA Research Department: research@esahq.org.

5.3 Review process

Each application is evaluated and prioritised by the ESA RC.

Each completed application received by e-mail is evaluated and ranked using a scoring system by the RC. The scoring system should confirm the following criteria:

- 1) Idea and presentation
- 2) Scientific Merit
- 3) Relevance
- 4) Group
- 5) Other considerations.

Successful and rejected applicants are notified by email.

5.4 Benefits granted to ESA RG

The following advantages are offered for period of maximum 3 years:

1. Time and room at Euroanaesthesia for a business meeting (to discuss collaborative research)
2. Max 10.000 € / calendar year. Funding aim is to perform meetings at the ESA Secretariat in Brussels or other places upon approval of the Research Committee or can be used

for study monitoring, clinical data management or statistical analysis. Any other expense must be addressed in advance to the Research Committee.

3. Please note that the money is not allocated upfront to the Research Group/Group Chair, but reimbursements are made by ESA upon return of invoices sent to ESA following the ESA Reimbursement Policy (ref. 1*).
4. The right to use ESA database for e-mailings to ESA members (preferably in the Newsletter, eNews after an approval process). This is not a direct access but indirect access via ESA staff
5. The right to suggest a programme session part on Euroanaesthesia Congress
6. Entitlement to display the ESA logo together with the following sentence: "European Society of Anaesthesiology Research Group" on their documentation, e-mails and websites. The ESA Board and the ESA RC must be informed of any promotional material embedding the ESA logo
7. Space to promote project/study/work on the ESA website and at the Euroanaesthesia Congress

5.5 Publication and presentations

All publications and presentations out of the ESA Research RG **must be** labelled as "ESA Research Group" and acknowledge support from the European Society of Anaesthesiology. Failure to mention ESA support may compromise the funding.

5.6 Evaluation and Reporting

The Chair and the members of the ESA RC will evaluate and monitor over time the activity of the RGs. The ESA RG shall send a report to the ESA RC of the RG Research activities once a year. The due date is the anniversary of the Research Group support start date.

5.7 Support renewal

The ESA RC shall re-evaluate the RG after 3 years for renewal and continuation of the ESA support for an extra year. This should be officially requested by the Research Group in the annual report. Thereafter, support renewal will be requested and re-evaluated on a yearly basis.

6 References

1* POL_FIN_02 Reimbursement Policy

7 Appendices

RCH_01_F1 Research Group Application Form