



### **PROCESS FOR PROPOSAL EVALUATION AND APPROVAL**

1. Proposals can be submitted by any member of the pediatric community. A SPIN subspecialty representative must be a member of the investigative group but he/she is not required to be the Principal Investigator.
2. Submissions must include the SPIN Proposal Face Page as well as the actual proposal. The proposal must adhere to the specifications described in the SPIN Proposal Form.
3. All components of the proposal should be combined into a single PDF and sent to one of the SPIN Board of Directors.
4. The SPIN Board of Directors will ask members of the SPIN Steering Committee to voluntarily review the proposal. Three independent reviews are required. If there are an insufficient number of volunteers, the Board of Directors will assign the reviews to members.
5. Reviewers will utilize the SPIN Proposal Review Form. A final recommendation as well as feedback to the applicant are required.
6. If the reviewers recommend approval, a member of the investigative team will present the study to the entire SPIN Steering Committee.
7. Approval by at least one of each subspecialty's representatives and the entire Board of Directors of the SPIN Steering Committee is needed before the project can proceed through SPIN.