

Dear researcher,

The Science Committee (WeCie) of the Public Health and Primary Care (PHEG) department aims to ensure the quality and feasibility of the department's scientific research, by reviewing research protocols and providing advice to the researchers.

To submit a research protocol for review by the WeCie, please use the application form provided below. Please ensure that this form is fully completed and submit it to the WeCie secretariat via this email: [wetenschapscommissie\\_PHEG@lumc.nl](mailto:wetenschapscommissie_PHEG@lumc.nl).

Once the WeCie receives your fully completed application form, you will receive a confirmation email and your protocol will be assigned a feedback date (typically within 3 weeks of submission). If the application form is incomplete or not correctly filled out, or if the submission process was not followed correctly, the WeCie will contact you via email. Please note that your research protocol will not be processed until all required documentation (appropriately filled out) is received by the WeCie.

A senior and junior researcher (referees) from the PHEG department will review the protocol together, and provide their advice to the WeCie using a checklist. By partnering a senior and junior researcher we also aim to promote PhD students' expertise in writing protocols. **In case of retrospective research with ELAN-data, the ELAN-team will fill out a specific ELAN checklist.**

The referees' assessment and advice will be reviewed by the WeCie, who may complete or modify the checklist. There are three possible outcomes:

- A: Positive.
- B: Positive, with suggestions for improvement (resubmission not necessary).
- C: Major recommendations for improvement. Resubmission revised version protocol requested.

You will receive the checklist with the final advice and any other form that contains suggestions of the referees and/or the WeCie. If the final assessment is positive (outcomes A or B), you will also receive a letter of approval of the WeCie.

We kindly request that you provide the WeCie with a copy of your communication with the nWMO committee or METC in due course. We will archive the letter, and assess whether there are any learning points for the WeCie.

**Summary PROCEDURE WeCie PHEG**

- Submit protocol (in Word) using the "Application Form".
- Protocol will be evaluated.
- Process recommendations (in case of advice C, resubmit to WeCie)
- Submit to nWMO committee or METC
- Send copy of communication nWMO or METC to WeCie (for archiving, feedback and learning points)

Kind regards,  
The Science Committee

Margot W.M. de Waal, representative research line AGE/ ELAN, chair  
Jessica C. Kiefte-de Jong, head research  
Lisanne E.H. Christiaansen, representative onderzoekcentrum  
Brenda M. Schakenbos, representative onderzoekcentrum  
Rimke C. Vos, representative CDH  
Eline Meijer, representative research line Prepod/ NeLL  
Tobias Bonten, representative research line Prepod/ NeLL  
María J. Villalobos Quesada, representative research line Prepod/ NeLL, secretary

Secretariat: Sharmila Premchand (backup Dilay Camdere)  
Email address: [Wetenschapscommissie\\_PHEG@lumc.nl](mailto:Wetenschapscommissie_PHEG@lumc.nl)

<b>Application form Wetenschapscommissie PHEG</b>	
<b>Name applicant</b>	
<b>Applicant in possession of BROK certificate?</b>	<input type="radio"/> yes <input type="radio"/> no
<b>Is this a students' project?</b> Only submit student projects if there is an intention to publish, or if participants are subject to (minimal) procedures or are required to follow rules of behaviour	<input type="radio"/> yes <input type="radio"/> no  If yes, intention to publish: yes/ no If yes, specify: PHM/ GNK/ NSPOH/other, that is .....
<b>short title protocol</b>	
<b>Full title protocol</b>	
<b>Is your research subject to WMO?</b> <b>(WMO = Medical Research Involving Human Subjects Act)</b> If no, add nWMO-questionnaire (METC-LDD). If yes, add risk classification form (Zenya).	<input type="radio"/> no <input type="radio"/> yes, with risk classification: negligible/ moderate/ high risk
<b>If subject to <u>WMO</u>: use of insurance LUMC-proefpersonenverzekering?</b>	<input type="radio"/> yes <input type="radio"/> no (request exemption, see <a href="#">explanation METC-LDD</a> )
<b>Research subject to MDR?</b> <b>(MDR = EU Medical Device Regulation)</b>	<input type="radio"/> yes <input type="radio"/> no
<b>Setting</b>	<input type="radio"/> community <input type="radio"/> general practice (e.g. ELAN) <input type="radio"/> care organisation (e.g. UNC-ZH) <input type="radio"/> hospital <input type="radio"/> other, that is .....
<b>Type of research</b> <b>(more than one option possible)</b> See PHEG-specific templates on I:\onderzoek\onderzoekers\Wetenschapscommissie informatie	<input type="radio"/> prospective research with direct involvement of patients/persons, and possibly health care professionals <input type="radio"/> prospective research with only involvement of health care professionals <input type="radio"/> retrospective research, use of existing data (e.g. ELAN) <input type="radio"/> research involving body material <input type="radio"/> research on education <input type="radio"/> other, that is .....
<b>Type of method</b>	<input type="radio"/> qualitative <input type="radio"/> quantitative <input type="radio"/> mixed methods
<b>Did you visit the Projectenbureau?</b>	<input type="radio"/> yes <input type="radio"/> no
<b>Did you visit the PHEG research center?</b>	<input type="radio"/> yes <input type="radio"/> no
<b>ELAN ticket number (if applicable)</b>	
<b>Data management plan present?</b> Of note: a DMP is not required for submission, but is recommended. See <a href="#">DMP-experts</a> from department PHEG on Albinusnet (under 'contact')	<input type="radio"/> yes <input type="radio"/> no