

### Consumer reviews at PoCoG information sheet and schedule

Currently members of JCAG are involved as consumer reviewers in two PoCoG processes:

1. Research design input as part of the Concept Development Workshop
2. PoCoG's scientific review and endorsement.

The two processes are briefly described below. A timeline for the next round and a diagram representing how studies come to PoCoG and become known as PoCoG studies are included on pages 2 - 4

#### 1.1. Research design input as part of the Concept Development Workshop (CDW)

Submissions to the PoCoG CDW are present the earliest stage of study development that PoCoG "sees". The submissions are required to have some structure. The JCAG is asked to review only the successful submissions which are invited to the workshop in order to spend the day developing the concept into a much more robust proposal. In addition JCAG members can choose not to provide input for some or all of the proposals if they do not feel they can.

The concepts are in very early development so this is an opportunity for JCAG to provide input into study design from the consumer perspective. Thus this review is not an approval process but one of consultation. JCAG members can voice any suggestions or concerns to the study team with regards to the study design/processes, involvement of the study subjects etc. from a consumer's point of view. For example you could consider the burden that the various steps in the study conduct may have on the patients or the feasibility of recruitment of particular patient groups. There are no wrong or right answers. PoCoG is looking for consumer input as a stakeholder in the study development processes.

Ideally (depending on interest and availability), one JCAG member per successful concept would then attend the CDW and spend the day with the concept authors developing the study proposal.

#### 1.2. PoCoG's scientific review and endorsement

The scientific review and endorsement process calls for submissions that are much more advanced than the concepts submitted to the CDW. These proposals are nearly ready for funding submission. As this process is also an avenue for formal endorsement of scientific collaborations, some submissions may represent studies already in progress where PoCoG is to play a specific role or provide specific support. It may also be an exercise in co-badging with other clinical trials groups or research centres.

The main aim of this process is to confirm that the study complies with the principles and standards of PoCoG and aligns with its aims and principles including those of consumer engagement. The process itself is designed to provide an avenue for feedback and discourse with more experienced researchers represented by the SAC and JCAG in a non-threatening environment. The process is described in more detail in sections 9.1 – 9.4 of the PoCoG Policy and Procedures Manual.

In this process one or two JCAG members are assigned to review the proposal which is presented to them both as a 4-page scientific submission and a 1 – 2 page lay summary. JCAG members fill out a form which asks them to respond to a number of questions about their views regarding the submission. As these submissions may be in very advanced stages of development, there will probably be much less scope for detailed feedback from JCAG (this may also be the case for the SAC). Nevertheless it is important that consumer review occurs to ensure that the study team has given sufficient consideration to consumer engagement and to patient/participant welfare. Once again, there are no right or wrong answers or questions and it is also OK not to have any. If an aspect of consumer engagement or patient welfare is not evident JCAG members should feel free to ask the question.

### 1.3. Timeline for CDW and Open SAC meeting in July 2012

Date	Review for endorsement at the PoCoG Open SAC Meeting	Review of successful submissions for the Concept Development Workshop
18.05.2012	Closing date for submissions and collation and allocation period Pre-review teleconference in this week if possible	
25.05.2012	Proposals sent out for review to SAC Pre-review teleconference if previous week impossible Proposals sent out to JCAG <ol style="list-style-type: none"> <li>1. PoCoG Concept Proposal Form, which summarises the rationale, methodology and analysis of the proposed project.</li> <li>2. Summary of Proposal for Consumers Form, which summarises the study, describes how the research will improve cancer care, how consumers have been involved in the development of the study and the appropriateness of the methods for the study participants.</li> </ol>	
11.06.2012		Successful concepts sent out to JCAG for input
15.06.2012	Final date for JCAG reviewers submit their Proposal Assessment Forms to the PoCoG Executive Office.	
18.06.2012		JCAG input due back at the Executive Office
22.06.2012	Feedback is sent to the applicant. Executive Office informs the applicant of the specific details of their presentation at the Open SAC Meeting (i.e. Sends a copy of the Open SAC Meeting agenda)	JCAG input is sent to concept authors
22.06.2012-06.07.2012	SAC and JCAG reviewers and applicant may discuss the concept submission, in preparation for the applicant's presentation at the Open SAC Meeting	
06.07.2012	Study correspondents submit comments to the Executive Office on the feedback provided to them through the initial review. Responses forwarded to reviewers	
19.07.2012		<i>Concept Development workshop</i>
20.07.2012	<i>Open SAC Meeting</i>	
20.07.2012	A Closed SAC Meeting	

#### 1.4. Timeline for CDW and Open SAC meeting in December 2012

<b>Date</b>	<b>Review for endorsement at the PoCoG Open SAC Meeting</b>	<b>Review of successful submissions for the Concept Development Workshop</b>
01.10.2012	Closing date for submissions and collation and allocation period Pre-review teleconference in this week if possible	
08.10.2012	Proposals sent out for review to SAC Pre-review teleconference if previous week impossible Proposals sent out to JCAG <ol style="list-style-type: none"> <li>3. PoCoG Concept Proposal Form, which summarises the rationale, methodology and analysis of the proposed project.</li> <li>4. Summary of Proposal for Consumers Form, which summarises the study, describes how the research will improve cancer care, how consumers have been involved in the development of the study and the appropriateness of the methods for the study participants.</li> </ol>	
29.10.2012		Successful concepts sent out to JCAG for input
02.11.2012	Final date for JCAG reviewers submit their Proposal Assessment Forms to the PoCoG Executive Office.	
05.11.2012	Feedback is sent to the applicant. Executive Office informs the applicant of the specific details of their presentation at the Open SAC Meeting (i.e. Sends a copy of the Open SAC Meeting agenda)	JCAG input due back at the Executive Office
09.11.2012		JCAG input is sent to concept authors
05.11.2012-30.11.2012	SAC and JCAG reviewers and applicant may discuss the concept submission, in preparation for the applicant's presentation at the Open SAC Meeting	
26.11.2012	Study correspondents submit comments to the Executive Office on the feedback provided to them through the initial review. Responses forwarded to reviewers	
06.12.2012		<i>Concept Development workshop</i>
07.12.2012	<i>Open SAC Meeting</i>	
07.12.2012	A Closed SAC Meeting	

## 1.5 PoCoG STUDY PATHWAYS

