



Scientific & Research Project Endorsement Review Process

The following process has been developed in regard to reviewing application for Blue Seal Endorsement of projects (surveys/studies/consensus statements etc) by E-AHPBA:

1. Applications received via the website
2. Applications will be processed by E-AHPBA Management Office and sent initially to Chair of the Scientific & Research Committee.
3. Chair of the Scientific & Research Committee will select 2 members of the Scientific & Research Committee to review the application.
4. Application will be reviewed by these members to gain their initial insight and thoughts on the protocol and documentation presented.
5. Initial comments and decisions will be sent back to Scientific & Research Committee Chair, and should further information be required from the applicant, this will be requested by the E-AHPBA Management Office.
6. Application and reviewers comments will then be sent to the full Scientific & Research Committee in advance of their **next Meeting**.
7. Full Scientific & Research Committee will discuss and approve or decline the endorsement.
8. Final Conclusion will be drawn, and E-AHPBA Management Company will contact the applicant to advise of decision.

Seal Awarded

- E-AHPBA agree to post the event on the relevant E-AHPBA webpage
- E-AHPBA agree to share **one** HTML email to all E-AHPBA members
- E-AHPBA will provide the applicant with the E-AHPBA Endorsement Logo and advise that this can be used on webpages, emails and other correspondence for the project
- The organiser to submit a short report for each committee meeting (3 months) to the E-AHPBA Management Office

Seal Not Awarded

- E-AHPBA management office will contact the applicant to advise and detail reason of why this is the case and suggestions for future applications.