

Philadelphia EMA HIV Integrated Planning Council

Research Approval Process

August 2019

Purpose. On occasion, researchers may request the participation of the Planning Council when conducting their projects. This participation may include presentations to the Planning Council, soliciting feedback from the Planning Council, approval of letters of acknowledgement, or other tasks that involve the Planning Council as a whole.

Basic Criteria for Research Projects. Any research projects must meet current standards for research. The Planning Council may only participate in research projects that fit with the purpose and availability of the Planning Council. The Planning Council will not participate in any research projects that interfere with their ability to uphold their regular responsibilities. Preference is given to local research projects.

Process for Obtaining Planning Council Participation in Research Projects. OHP staff will review all requests to ensure they meet the minimum criteria. Any research project that does not meet the minimum criteria will be declined. Once it is determined that a project meets the minimum criteria, it will move on to the Planning Council. It is preferable for researchers seeking support to attend a Planning Council meeting, present on the research project, and allow the Planning Council to vote on their participation. However, in some rare instances, a decision may be required before the next meeting of the Planning Council. In these instances, the Planning Council Co-Chairs will meet to make a decision on behalf of the Planning Council. At the next regular meeting of the Planning Council, the Planning Council will vote on whether to confirm or override the decision made by the Co-Chairs.