



# AEPC ENDORSEMENT OF PROJECTS BASED ON QUESTIONNAIRES

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## CRITERIA FOR ENDORSEMENT OF QUESTIONNAIRE BASED RESEARCH AND PROJECTS BY AEPC

- Projects should be initiated by one of the following:
  - an AEPC Working Group (WG)
  - a group with a majority (>50%) of AEPC members
  - a WG or members representing a cooperating society in associated fields (e.g. cardiology, cardiac surgery)
- The aim of the project should be one of the following:
  - Improvement of management of Congenital Heart Disease (CHD)
  - Education and teaching in CHD
  - Ensuring state of the art diagnosis and treatment of CHD
  - Visible interest of AEPC
- The AEPC logo should appear on the final questionnaire.

## THE APPLICATION PROCESS

- AEPC endorsement of projects based on questionnaires can be applied for via the Educational Committee (EC).
- The application should be submitted in 2 steps to the chair of the EC:
  1. At the stage of planning by providing a short summary of the intended project. The summary should specify the following:
    - role of AEPC (initiating WG / members)
    - topic and aim of the project and questionnaire
    - group of members intended to be addressed by the questionnaire
    - brief timeline of the project
    - plans for publication of the research: please specify if also AEPC endorsement is requested for the publication of the results
- The EC members will evaluate the planned activity taking into account the criteria mentioned below.
- The EC will also check the proposed project for timing and conflicts of interest with other, already ongoing projects.
- The EC will present the project plan to the AEPC Secretary General to acquire official endorsement by the AEPC Council.
- A decision on pre-endorsement will be made by the Council. After a positive answer, step 2 will apply:
  2. Sending the questionnaire itself for endorsement.
- The questionnaire approved by the EC will be presented to the AEPC Secretary General to acquire official endorsement by the AEPC Council.

## POSSIBILITIES FOR DISTRIBUTION

- via AEPC website with an optional participation for all members
- via AEPC office to a specific group of members or all members

## INTENTIONS OF AEPC

- visibility of the results of the questionnaire to the AEPC community.
- limit the questionnaires to the really relevant members for the intended topic.
- limit work load for all members to about 2 questionnaires / year.
- questionnaire should be concise.



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## **PROJECT RESULTS**

- Results of the project acquired by the questionnaire to AEPC members should be presented at the next AEPC Annual Meeting.
- Publications related to the information from questionnaires should be sent to the EC prior to submission, if AEPC endorsement is requested for the publication itself.
- The publication approved by the EC will be presented to the AEPC Secretary General to acquire official endorsement by the AEPC Council.