

Societal Paper Proposals from NASPGHAN Committees

In order to facilitate and expedite the process of submission and review of societal papers, the following procedure should be followed.

- Submissions for **Practice Guidelines** will be reviewed on a twice per year basis with due dates February 1, and September 1.
- **Position Statements** will be reviewed on a rolling basis and you may submit your proposals at any time.

Before starting your proposal, please **be sure to review the newly revised Manual of Operations (MOO)** for societal papers posted on the [NASPGHAN website](#). Familiarity with the MOO will expedite review of your proposal.

Submission should be made through the [societal paper portal](#) and applications should include:

- Title and type (Practice Guideline or Position Statement)
 - Review the MOO for the definitions of practice guidelines and position statements
- Writing group
 - Review MOO for specifics
 - Generally limited to 11-13 authors for practice guidelines and 8-9 authors for position statements
 - Only one member per institution
 - Equitable and diverse representation
 - Authors' conflicts of interest must be reported at time of submission
 - For practice guidelines, it is highly encouraged that one author is GRADE methodology trained
- Outline (Content proposed)
- Methodology (Evidence basis)
- Proposed budget
 - Funding for travel and/or face to face meetings will NOT be supported
- Conflicts of interest

Once submitted, your application will be reviewed for completeness and then sent to the Clinical Care and Quality Committee. It will be reviewed with the following criteria:

- Writing Group: Expertise and Representativeness
- Outline: Impact, Relevance and Clarity
- Methodology: Rigor and Confidence
- Alignment with COI Policy

Once reviewed and ready for consideration, the proposal will be sent to the NASPGHAN Council for final review and comment. You will be officially notified of the outcome of the review.

The writing group should NOT begin their work until they receive final approval from the NASPGHAN Council.