

**European Society for Paediatric Endocrinology  
Research Unit**

Sponsor : Sandoz

## **Constitution and Regulations**

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## ARTICLE I

### PURPOSE

The purpose of the Research Unit of the European Society for Pediatric Endocrinology (ESPE) is to foster, facilitate, identify topics and coordinate high quality research in the field of paediatric endocrinology in Europe and Mediterranean countries.

## ARTICLE II

### PARTICIPATION

Physicians and Scientists: Based on the purpose stated in Article 1, participation in research studies and other related activities of the Research Unit will be open to any ordinary member of ESPE actively involved in paediatric endocrinology. Non-ESPE members may participate as co-investigators.

## ARTICLE III

### ORGANISATION

#### *Research Unit (RU)*

The RU will consist of a Scientific Board (SB), chaired by a co-ordinator that works in collaboration with ESPE. The function of the RU is to facilitate the participation of the greatest number of individual ESPE members in various research activities, disseminate the information about on-going clinical trials in the local, national and international Collaborative Research Project Grants. The RU will identify topics of interest and publish a call for proposals; the principal investigator will be from among the proposing members.

## ARTICLE IV

### GOVERNING BODY: The Scientific Board

#### ***Members of the SB***

The SB has five voting members and one non-voting advisor. The voting members are the Research Unit Co-ordinator, who acts as Chairperson and four other members; the non-voting advisor is the representative of the pharmaceutical funding body. All the voting members with the exception of the ESPE Council representatives (treasurer and secretary general) must come from different European and Mediterranean countries.

#### ***Election to the SB***

The election process will occur prior to October 1, with the newly elected (or re-elected)

member's term commencing the following January 1. The officers of the SB are elected in the following manner:

*Co-ordinator:* The co-ordinator is appointed by the ESPE Council. The co-ordinator shall attend to the affairs and sign official documents for the Research Unit. He/she shall preside at the AC meetings. He/she shall present the appropriate information from the Research Unit to the members at the ESPE Annual Business Meeting.

*The members of the SB:* Two members will be elected by majority vote by the SB. A third Member, representing ESPE Council, is the chairperson of the Finance Committee. A fourth is the ESPE secretary general.

### ***Terms in Office***

The members of the SB have the following terms in office (beginning January 1 after election). For the benefit of continuity there should not be a complete change of the SB at any point in time.

*Co-ordinator:* In principle appointed for a four-year term to ensure continuity in the activity of the Research Unit. He/she will be a SB member for one year and then a coordinator for three years.

*Members:* In principle three years, chairperson of Finance Committee and secretary general for the duration of his / her duty.

***Functions:*** The governing body of the ESPE-Research Unit is the Scientific Board (SB). The functions of the SB are to provide guidance for the Research Unit in the following areas: identification and facilitation of research areas most likely to be successful and clinically or scientifically useful in paediatric endocrinology. Selection and management of grants funding provided by ESPE and other external funding bodies to the Research Unit.

***Authority:*** The SB has the authority to initiate research activity by suggesting areas of interest. To request preliminary grant applications and to select projects for funding. The SB also has authority to appoint sub-committees to study certain issues when the need arises.

***Meetings of the SB:*** The SB will have at least one meeting per year, and may have more if the SB decides that the extra meetings are necessary. Minutes of each meeting will be kept by the Co-ordinator and distributed to the general membership following approval by the SB.

## **ARTICLE V**

## **GRANT APPLICATION AND FUNDING PRINCIPLES**

Research Unit grant awards may be made only to eligible participants and for applications based on cooperative studies among eligible ESPE applicants from different European and Mediterranean countries.

### ***Preliminary request***

A proposal should start with a letter of intent or preliminary request not to exceed 2 pages and should be sent to the RU Co-ordinator. The letter of intent will be circulated to the SB for initial review and discussion. If approved a full grant application will be requested. The preliminary request and the full grant application must have a designated Principal Investigator (PI), who is a physician or scientist, and an ESPE ordinary member with documented experience in paediatric endocrinology.

### ***Grant application***

Grant applications must have a designated PI and at least two additional ESPE co-investigators from other European and Mediterranean countries. Additional non ESPE applicants from countries outside an ESPE member country can be included if the participation of such an investigator is essential to the research proposal. A member of the Research Unit SB cannot be designated as a principal investigator, however he/she can apply as co-investigator of a grant proposal.

### ***Funding principles***

The Research Unit will award grants for one year with provision of extension for a 2nd year on the basis of reasonable and allowable costs consistent with available funds and cost management. The level of funding that will be available has been agreed between the sponsor and ESPE Council. Based on the funding available the SB will design the types of grant awards available and distinguish the grants by amount, budget period or other characteristics.

### ***Peer review***

Competing applications for ESPE Research Unit grants will be subjected to peer review. The projects will be distributed equally among the SB members who will coordinate the peer-review and present the summary to the SB. Two experts in the field will review each application. The underlying basis for the system is to provide a fair and objective review process in the overall interest of science. The SB will select the reviewers among physicians and scientists from the scientific community who are actively involved in research.

## **ARTICLE VI**

### **OTHER RESEARCH ACTIVITIES**

In addition, the Research Unit itself may identify topics of special interest and request ESPE members to submit a formal application. The Research Unit will establish a research network system that will provide up to date research information including on-going research studies. The information will be available in a designated site within the ESPE website.

## **ARTICLE VII**

### **ACKNOWLEDGMENT**

Any publications arising from the research that received grant support from the European Society for Paediatric Endocrinology Research Unit must be acknowledged.

## **ARTICLE VIII**

### **LIAISON TO OTHER ORGANISATIONS AND GROUPS.**

The SB can establish official liaisons to other groups as deemed appropriate.

## **ARTICLE IX**

### **AMENDMENTS**

These bylaws may be amended by a majority vote (3/4) of the SB according to the suggestion of the ESPE Council or ESPE membership.

## **RESEARCH UNIT SCIENTIFIC BOARD (to retire from board)**

### **Voting Members**

Co-ordinator: Irène Netchine, Paris, France ([irene.netchine@trs.aphp.fr](mailto:irene.netchine@trs.aphp.fr)) (2015)

Members: Mehul Dattani, London, UK ([m.dattani@ich.ucl.ac.uk](mailto:m.dattani@ich.ucl.ac.uk)) (2014)

Primus-E. Mullis, Switzerland ([primus.mullis@insel.ch](mailto:primus.mullis@insel.ch)) (2011)

ESPE-Council

Finance Committee: Olle Söder, Sweden ([olle.soder@kbh.ki.se](mailto:olle.soder@kbh.ki.se)) will be replaced by

Anita Hokken-Koelega ([a.hokken@erasmusmc.nl](mailto:a.hokken@erasmusmc.nl))

**Secretary General:** Lars Sävendahl ([lars.savendahl@ki.se](mailto:lars.savendahl@ki.se))

### **Non-Voting Member**

Sponsoring company: Michael.Muenzberg, Sandoz ([michael.muenzberg@sandoz.com](mailto:michael.muenzberg@sandoz.com))

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