

# CPQCC/CMQCC Research Collaboration APPLICATION INSTRUCTIONS

(Application form follows the instructions)

The mission of CPQCC and its sibling organization CMQCC is to improve the quality of care and outcomes for mothers and newborns. Any investigator wishing to pursue collaborative research to advance this mission utilizing CPQCC (including the CCS HRIF) and CMQCC data must submit a research collaboration application. Please refer to this document for instructions on filling out the application form.

The research collaboration application consists of a cover page, research proposal, biosketches, and any supplementary materials, such as letters of support, if applicable. Please submit the application in a **single document** (in Word or PDF format).

Applications for research collaboration are accepted on a rolling basis. To submit your application for review, email your application for neonatal collaborations to [research@cpqcc.org](mailto:research@cpqcc.org) and for maternity collaborations to [datacenter@cmqcc.org](mailto:datacenter@cmqcc.org).

Please note that a request for research collaboration will only be approved if:

- For CMQCC: a CMQCC Faculty member is able to serve as a co-investigator on the project
- For CPQCC: a member of the CPQCC Executive Committee serves as a co-investigator on the project.

If this person has not been identified prior to submission of the application, one will be assigned after the proposal has been accepted.

We expect you to complete your research within one year and to present or publish the results. You must acknowledge the CPQCC/CMQCC co-investigator as well as Stanford Medicine, CPQCC, or CMQCC, as applicable.

The Research Collaboration Application includes the Research Collaboration Application Form, Research Proposal, Biosketches, and any other relevant supplementary materials. Requirements for each component are listed below.

## Research Collaboration Application Form

Complete all fields of the **Research Collaboration Application Form**. It can be submitted in PDF or Word format.

## Research Proposal (Limit to 4 pages)

Please provide more information about your proposal using the format defined below. The information in this document should be succinct – please do not exceed four pages for this section. Use 11 or 12 size font with 1-inch margins on top, bottom, and sides. The proposal should consist of the following sections:

1. Background
2. Goals and aims of the study
3. A discussion of the project's pertinence to the improvement of perinatal health
4. Detailed health outcomes of interest
5. If applicable to your research project, please include a discussion of how diversity, equity, and inclusion (DEI) are included. Areas may include:
  - research team (e.g., co-leading with community groups serving a specific population, or working with research experts in DEI to learn how to incorporate best practices)
  - development of the research question
  - study methodology
  - analysis plan
  - bringing findings back to the communities of interest
6. Detailed study design and overview of statistical techniques (or other research methodology) to be used
7. Overview of methodology for measuring and adjusting for confounding variables, if not stated above
8. Data of interest being requested\*\*
  - Does the research project require patient level data? If yes, which data elements that constitute protected health information (PHI)<sup>1</sup> are required? For example, date of birth, zip code
  - Provide a justification for why PHI is required for your research
  - Specify which years of data are required
9. The timetables and feasibility for completion of the study
10. The level and sources of funding for the study and/or proposal for how that funding will be obtained
11. Status of IRB submission(s) and approval

\*\* Please consult with your CPQCC/CMQCC co-investigator to determine what data you may need, and what data is possible.

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<sup>1</sup> For information on PHI, refer to <https://privacy.stanford.edu>

Biosketches and any supplementary materials

This will serve as an appendix including biosketches for the principal investigator and each co-investigator. You may submit biosketches in the NIH standard form, a 2-4-page abbreviated CV, or similar type of format. Do not exceed 4 pages total for each investigator. Please ensure that the following are included:

- Name
- Position title
- Education
- Personal statement outlining qualifications for research and role in current research proposal
- Positions and Employment
- Honors
- Selected peer-reviewed publications and note total number
- Existing or pending research funding support
- If relevant, other prior experience, memberships, previous funding, etc. can be listed



## CPQCC/CMQCC Research Collaboration Application

Title of Proposal	
Short Title	
Brief Summary of Proposal	
Principal Investigator's Name	
Position/Title	Degree(s)
Name of Institution	Email Address
Telephone	Alternate Contact, If Any
Co-Investigator(s), Position/Title(s), and Institution(s)	
CPQCC/CMQCC Investigator, If Identified	Date of Submission
<p>Are you requesting use of CPQCC/CMQCC data sets as part of this application? (Yes/No)          If yes, please contact us at either <a href="mailto:research@cpqcc.org">research@cpqcc.org</a> or <a href="mailto:datacenter@cmqcc.org">datacenter@cmqcc.org</a></p>	
<p>Technical specification requirements (e.g. big data, machine learning, Nero computing platform, specific software/version or NA). Note: SAS, R, and Python are readily available.</p>	
Target start and completion date for analysis	
Who will perform the analysis? Yourself? CP/CMQCC Biostat? Other (please specify)	
Additional target dates (e.g. presentation, abstract, manuscript)	
Anticipated end uses of results	

Existing or pending research funding support (e.g. funding source, dates)
Contact for invoicing (name, email, phone)

**List of All Persons Associated with Research (Including applicant)**

Name	Title	Institution	Role on Project (PI, Co-Investigator, Analyst, Other Collaborator)	Please state level of data access being requested: NA vs. "Patient Level Data" vs. "Aggregate Data only"

**Staff use only – to be completed prior to DAC review**

Data sets needed for this study

- CPQCC NICU Data Set
- CPeTS Transfer Data Set
- HRIF Data Set
- RUF-CPQCC (linked VS/HCAI data, linked to CPQCC)
- RUF-EPI (Same data elements as RUF-CPQCC\*\*)
- RUF-CMQCC for Maternal use (without CPQCC ID)
- RUF-CMQCC for Neo use (includes CPQCC ID)
- CMQCC Active Track File: *(Only available for CMQCC-Led Internal Projects)*
- CPQCC QI Collaborative Data (please specify which):  
\_\_\_\_\_
- CMQCC QI Collaborative Data (please specify which):  
\_\_\_\_\_
- Other: \_\_\_\_\_

Years of data requested: \_\_\_\_\_

Any linkage to external data sets? (e.g. ACS, Maternal Vulnerability, etc.) Please explain:

Committee Review Date

Comments