Template for proposals for clinical practice guidelines projects

**Proposed title:**

**Applicant for the proposal**

Family name:
First name:
Academic title(s):
Medical Specialty* (if applicable):  ☐ ID  ☐ CM  ☐ IC  ☐ Other: ......................
Affiliation:
ESCMID membership:  ☐ Yes, ESCMID number _____________________  ☐ No

E-mail contact:
Telephone contact:

*ESCMID Study Group(s) involved in the proposal:*

**Clinical practice guideline proposal**

1. **Scope and Purpose**

Overall objective of the guideline, including:

1) target population,
2) intervention(s) or exposure(s),
3) comparisons (if appropriate),
4) outcome(s),
5) health care setting or context,
6) clinical condition (if relevant),
7) severity/stage of disease (if relevant),
8) comorbidities (if relevant),
9) excluded populations (if relevant). Including assessment of available guidance.

* ID Infectious Diseases, CM Clinical Microbiology, IC Infection Control
2. Stakeholder Involvement

Involvement of the appropriate professionals (i.e. clinical and scientific curriculum-vitae, appropriate balance in Country, gender, clinical specialty; involvement of a methodologist; involvement of other media specialties as appropriate etc...).

Involvement of the target population (i.e. strategies used to capture patients’ / the public’s’ views and preferences; methods by which preferences and views were sought; outcomes / information gathered on patient / public information; description of how the information gathered was used to inform the guideline development process and/or formation of the recommendations).

Target users of the guideline (clear description of intended guideline audience; description of How the guideline may be used by its target audience?).

3. Rigour of Development

The European Society of Clinical Microbiology and Infectious Diseases (ESCMID) has adopted the Grading of Recommendations Assessment, Development and Evaluation (GRADE) approach to guidelines development. Any deviation should be properly justified in the proposal. Please also see ESCMID white paper: a guide on guidance documents (https://www.clinicalmicrobiologyandinfection.com/article/S1198-743X(18)30577-9/fulltext).

Planned methods of the literature search and evidence selection (i.e. which electronic database will be searched, during which time periods, search terms).

Methods for the evaluation of evidence (i.e. how the body of evidence will be evaluated for bias, for example using tools like GRADE) and for the formulation of recommendations (i.e. description of the recommendation development process; how the health benefits, side effects, and risks will be considered in formulating the recommendations).

Procedures for updating the guideline after publication.

4. Applicability

In this section, the applicant needs to consider how the final document will be communicated and disseminated to the target users, anticipate problems and potential solutions.

Potential barriers/facilitators to the guideline application i.e. identification of the types of facilitators and barriers, methods by which information regarding the facilitators and barriers to implementing recommendations will be sought (feedback from key stakeholders, pilot testing of guidelines before widespread implementation, etc...).

Implementation of the guideline i.e. tools and resources to facilitate application (guideline summary documents, links to check lists, algorithms, etc...), resources needed to apply the guideline, monitoring and auditing criteria for the implementation.
5. **Composition of the guideline panel**

List of individuals involved in the development of the guideline – the applicant is expected to propose one third of the members of the panel (optimal total number: 9 to 12 members).
List the following: name, discipline / content expertise, affiliation, geographical location, member’s role in the guideline development group (e.g. chair, panel member, methodologist, external advisor, systematic reviewer etc...), reason for inclusion.

6. **Conflict of Interest declaration of the applicant and the proposed members**

List the Conflict(s) of Interest of the applicant.
Interest is defined as any direct or indirect financial or nonfinancial interest besides the development of the guideline itself. A Conflict of Interest arises when there is a risk that the professional judgement of an author regarding the specific guidance document will be influenced by a secondary interest.
Conflicts of interests do not necessarily imply improper motivation or require immediate exclusion of a person from involvement in guidance document development, but since they can influence decision-making, all Conflicts of Interest should be declared and transparently reported.
Please refer to ESCMID manual for guidance documents for further details.

Attach declaration of interest in the ESCMID template.
Declaration of interest of all the proposed panel member will be highly appreciated.

7. **Timeline for the guideline development process**

Provide a tentative timeline of the full guideline development process. A reasonable project duration would be 18-24 months. The use of a Gantt chart is encouraged.

8. **Required budget**

Provide a tentative budget for the guideline development process. This should contain the total costs of the development of the clinical practice guidelines, including travel costs, the salary of a librarian (as needed), and coordination travel costs. The organization and costs of telephonic conferences and data extraction will be covered by ESCMID and should not be included in the budget.