



## Y-ASAS Research Award: Standard Operating Procedure

Project title	Y-ASAS Research Award
Project Leader(s)	Alexandre Sepriano
Co-Leader(s)	Mikhail Protopopov, Victoria Martire, Judith Rademacher, Mark Hwang

### 1. Relevance to ASAS

(Describe the impact of the project to ASAS )

Research in spondyloarthritis progressed significantly in recent years. However, there is still much to know and investigate. By promoting the recognition of excellence in research, we believe that participation in ASAS projects and in research in general will be encouraged.

### 2. Overarching aims

(One sentence embodying the scope of the project)

The aim of this award is to recognize projects with a major impact on the knowledge of spondyloarthritis and thus encourage excellent research in the field of spondyloarthritis among members of Y-ASAS and recipients of ASAS fellowships and grants.

### 3. Envisioned benefit/impact on target audience

(Describe the impact of the project to the target audience including measurable outcomes)

There is still much to know and investigate in the field of spondyloarthritis. By awarding high-quality scientific studies, we believe that greater interest can be promoted in improving the quality of research in spondyloarthritis. Awarding early-career researchers can have a great long-term impact, which is why it is the target audience chosen for this award. This can have an impact not only on the quantity of publications but also on the quality of the projects.

### 4. Project detailed organization (standard operating procedure)

(Detailed outline, timeline and key milestones; what will be done and by who and when)

This project consists of 2 phases. Phase 1 consists of the application process and phase 2 encompasses the selection process. The application and selection process will be coordinated by the Y-ASAS research team. For each call, one member of the Y-ASAS research team will be appointed to handle the application and the review process (**review coordinator**) by the team liaison. The review coordinator cannot apply for the call and is not a member of the review committee.



## **PHASE 1: Application Process**

The Y-ASAS Research Award will be granted every year at the annual ASAS meeting in January, starting in 2025. The call for the Y-ASAS Research Award will be launched in October (1.10.2024 for the first time and every year thereafter) by the review coordinator with an application deadline of 4 weeks (01.11.2024). He or she will launch the call to the Y-ASAS community (and recipients of the ASAS fellowships/grants) by e-mail, receive the applications submitted via e-mail (Y-ASAS research team e-mail), communicate with the review committee (see below) and oversee the applicable deadlines.

Who can apply? All Y-ASAS members and also recipients of ASAS fellowships and grants who had never receive the award may apply with one manuscript, of which they are first or senior author. Recipients of ASAS fellowships may only apply with a manuscript directly related to their ASAS funded project, if they are not Y-ASAS members. Recipients of ASAS grants should be Y-ASAS members at the moment of the application.

What are the requirements concerning the manuscript? The manuscript must have been published (date of first online publication counts) within the last year prior to each call (e.g., after 1.10.2023 for the first call). The applicant must be the first or senior author. Only one of the authors may apply for the Y-ASAS Research Award per manuscript.

What should be submitted? Each applicant must submit the application form (based on the provided template), a PDF version of the manuscript he or she is applying with, the *curriculum vitae*, and a list of maximum 5 publications that they refer to in the scientific background section of the application form.

## **PHASE 2: Selection Process**

The review process will be performed by a review committee. The review committee consists of:

- two Y-ASAS research team members not applying for the call,
- one Y-ASAS leader not applying for the call,
- two ASAS-EC members (usually the research team EC liaisons).

The review committee will be formed during the four weeks prior to the deadline of the call. While choosing the review coordinator, the team liaison of the Y-ASAS research time will also call for two Y-ASAS research team member and one of the Y-ASAS leaders to be part of the review committee. The two ASAS-EC members will usually be EC liaisons for the research team.

After the review committee is formed and the deadline of the call is over, the review coordinator checks that all applications meet the mandatory points and will then sent all complete and valid applications to the review committee together with this SOP and the scoring sheet. After that, the four reviewers score each application according to the scoring sheet. The scores should be submitted to the review coordinator personally to ensure confidentiality of individual scores. The review coordinator calculates the mean score and selects the applicant with the highest score; in case of draw affecting the choice, the review coordinator should inform the review committee and the review committee should agree on one person – either through an online meeting or via mail. If the



applicant with the highest score has a mean score of <75 points (out of 100 possible points), the review committee should be informed thereof, and decides through an online meeting or via mail, if the application nevertheless meets the high standards of the Y-ASAS Research Award, or if the award will not be granted this year.

As soon as the awardee is selected, the coordinator communicates with Y-ASAS leaders, sending the names of the selected applicants and a copy of the anonymized individual scorings, and stores the anonymized scoring sheets in a protected Dropbox folder, only accessible by Y-ASAS leaders. Tacit approval is assumed if no reply within two days. After that, the review committee is informed of the applicant with the highest mean scores for final approval. Tacit approval is assumed if no reply within one week. Disagreements with the final selection are discussed by the review committee by e-mail and/or in a teleconference and final decision is taken within week. If final decision is to replace a candidate, the applicant with the next higher score is taken.

The Y-ASAS Research Award will be given in person at the Y-ASAS annual meeting in January.

**TIMELINE**

	<b>Timeline</b>	<b>Deadline for 1<sup>st</sup> call</b>
<b>Research team liaison appoints one review coordinator</b>		25.09.2024
<b>Review coordinator disseminates the call</b>	1 week	1.10.2024
<b>Research team liaison appoints the review committee</b>	4 weeks	1.11.2024
<b>Application deadline</b>	4 weeks	1.11.2024
<b>Review process</b>	2 weeks	15.11.2024
<b>Approval of the winner by the review committee</b>	1 week	22.11.2024
<b>Award ceremony</b>	ASAS annual meeting	01/2025

**6. Appendices**

- Application form
- Scoring sheet