

Procedures for different requests from members of ESPACOMP

A. Request for a posting or announcement on the ESPACOMP website

Such requests will be considered, provided:

- 1) The topic is directly related to medication adherence
- 2) There are no commercial interests in the announcement

Examples of announcements that could be considered include:

- Opportunities for funding, in the field of medication adherence
- PhD or post-doctoral positions open, in the field of medication adherence
- Special issues of journals devoted to medication adherence
- Workshops and meetings devoted specifically to medication adherence
- Calls for international collaborations relevant to medication adherence

There is no specific form for such requests – they should be submitted by e-mail (info@espacomp.eu), for the attention of the digitalization and communications committee. Requests will be assessed on a case-by-case basis, and the decision of the digitalization and communications committee will be final.

B. Request to use the ESPACOMP mailing list

ESPACOMP maintains an e-mail list for the purposes of serving its members and associates, as a legitimate interest under the provisions of the European Union (EU) General Data Protection Regulation (GDPR). As such, the use of the mailing list to promote, advertise, market, sell or communicate matters unrelated to ESPACOMP is not allowable.

A request to send a message via the ESPACOMP e-mail list should be made using the form in attachment 1, and should be made if the applicant is solely intending to disseminate information that is related to ESPACOMP and its activities.

Such requests should only be made if:

- 1) The matter of the communication is of direct interest for all members (and not of the sender)
OR
- 2) If it concerns a project that has received ESPACOMP endorsement

For these requests, the form in attachment 1 should be completed and returned to the Research, Policy and Implementation committee for consideration. Requests will be assessed on a case-by-case basis, and the decision of the committee will be final.

C. Request for ESPACOMP project endorsement

Who should ask for this?

Only members of ESPACOMP may apply for their project to be endorsed by ESPACOMP. The House Rules provide the following definition of a 'project': ESPACOMP is permitted to "engage in specific projects (internally or externally initiated) that are in line with its Mission, Vision, and Values. Projects can be submitted by members and need approval by the executive committee to be executed."

What are the criteria for seeking endorsement?

Endorsement from ESPACOMP should only be sought if ALL the following conditions are met:

- 1) the project falls specifically within the domain of medication adherence;
- 2) the project should have broad application to medication adherence research, policy and/or implementation and should result in benefit to ESPACOMP and the wider medication adherence research, practice and policy community;
- 3) the project has been initiated under the auspices of one of ESPACOMP's working groups OR if that is not the case, the project has not yet been initiated;
- 4) project leads are open to receive, and act upon feedback from ESPACOMP about methodological or ethical issues

What are the criteria for obtaining endorsement?

Endorsement from ESPACOMP will be obtained if all the above points are met, and if the project is considered by the Research, Policy and Implementation committee as being methodologically sound and aligned with the vision and mission of ESPACOMP.

What does it mean to have endorsement?

It means the project can be advertised and mentioned on the ESPACOMP website, that the project will have the rights to use the ESPACOMP logo in its communications and, if required, access to the e-mailing list subject to the criteria set out above. Endorsement also places an obligation on the project lead to update the Research, Policy and Implementation committee on an annual basis (or upon completion, whichever is sooner) either by invitation to one of the committee's scheduled meetings or with a brief written report. They should present details of progress to date, publications and presentations and broader engagement.

What is the process for applying?

The form in attachment 2 should be completed and submitted to the Research, Policy and Implementation committee, who will make a recommendation to the ESPACOMP executive committee. The ESPACOMP executive committee will make the final decision and communicate it to the applicant.

D. Criteria for including “...on behalf of ESPACOMP” following the list of authors of research articles

What are the conditions for approval?

- 1) The project needs to have had prior endorsement by ESPACOMP.
- 2) At least one member of the ESPACOMP executive committee or its sub-committees should be part of the project and report progress to the board.
- 3) Research findings should be presented at an ESPACOMP annual meeting or, in exceptional circumstances where attendance is not possible (e.g. because of issues of timing or funding), results will be presented to the ESPACOMP Research, Policy and Implementation sub-committee.

What is the process for approval?

- 1) One independent member of the ESPACOMP executive will review the manuscript in full to ensure that the paper aligns with ESPACOMP’s values and goals, and that the research is congruent with the original endorsed project.
- 2) The ESPACOMP executive or delegated sub-group will review the abstract and, based also on the outcome of the independent member’s review, make the final decision at a meeting or by e-mail. Formal peer-review will be undertaken as part of the journal editorial process.
- 3) Where specified by the journal’s guidance to authors, members of the ESPACOMP executive will be listed in the Acknowledgement section.

Attachment 1: Request to use the ESPACOMP e-mail list

QUESTIONNAIRE (please expand sections if more space is needed)		
1.	Organization name and contact details	
2.	Please describe briefly the content of the communication that will be addressed at members (and attach a copy and/or provide a link if available)?	
3.	What are the timelines for the dissemination of the information addressed at members?	
4.	What are the specific direct interests of the communication to ESPACOMP members?	
5.	Does this relate to a project already endorsed by ESPACOMP?	

Attachment 2: Request to receive ESPACOMP endorsement

QUESTIONNAIRE (please expand sections if more space is needed)		
1.	Organization name and contact details	
2.	Project title	
3.	Project aims	
4.	Provide a brief summary of the methods / objectives / approach to achieving these aims	
5.	What is the status of the current project? (e.g. proposal stage, funded, already started, completed)	
6.	Will the ESPACOMP executive board (or nominee) be involved in developing the proposal/ protocol? Yes/No	
7.	Has the project been funded? Yes/No/Not applicable. If yes, are there funds available to ESPACOMP? Who is the funder? If no, who are the intended funders?	
8.	Will a representative from the ESPACOMP executive board (or nominee) be co-applicants on any proposal for funding? Yes/No/Not applicable	

9.	What are the project timelines?	
10.	Is there a requirement for ethical approval? Yes/No.	
11.	Describe what you envisage to be ESPACOMP's contribution(s). Include details of how you see ESPACOMP's relationship (e.g. partner, collaborator, consultant, endorser etc.)	
12.	For what purpose are you seeking ESPACOMP's endorsement of the project outcomes?	
13.	Will the project endorse the ABC taxonomy, EMERGE guidelines and other official ESPACOMP guidelines? Yes/No	
14.	What do you see as being the added value to the project, of collaborating with ESPACOMP?	
15.	Will contributing member(s) of the ESPACOMP executive board (or nominee) be acknowledged by authorship (subject to ICMJE criteria)?	
16.	Is the project commercially-driven? Yes/No. If yes, please elaborate.	
17.	Any other comments	