The Standard Operating Procedure (SOP) sets of the principles of assessing a study for PERUKI adoption.

1. Study proposals to be submitted via email the [perukimail@gmail.com](mailto:perukimail@gmail.com). The **secretary** will then respond to acknowledge receipt of the application. The **secretary** will allocate a member of the executive committee to present a summary of the study proposal at the next executive meeting.
2. The study proposal will then be discussed by the executive committee. Following this discussion four outcomes are possible.
   1. Send for review by the steering committee
   2. Ask for revision and re-submission of the application
   3. Reject adoption but offer a letter of support
   4. Reject adoption and offer no letter of support

It is anticipated that most proposals will receive either and outcome 1 or 2. An outcome 3 will be reserved for applications that are relevant to Paediatric Emergency Medicine but are not deliverable within the PERUKI network and/or better suited to another network or area of research. Examples may include studies that are relevant to PEM but are better suited to the GAPRUKI network/pre-hospital/inpatient specialty teams. An outcome 4 is the least likely outcome and is reserved for studies seeking retrospective adoption, tokenistic input, previously rejected or of such poor quality that the application is felt to be unsalvageable even with remediation. Feedback from the executive committee will be provided by the **Chair** or nominated deputy.

1. Following the executive committee meeting proposals with an outcome 1 will be allocated a PERUKI executive committee member to act as the PERUKI liaison. It is not possible for an individual to be the named PERUKI liaison prior to this. Where an executive committee member is already a member of the study team it will be assumed that they are involved for their individual expertise and not for their role within PERUKI. The nominated person must be included within the wider study team and allowed to contribute in a meaningful way to the study (if adopted). They must also be appropriately recognised in the final study outputs.
2. The allocated PERUKI liaison will draft the email to the RSC, refine/develop any feasibility questions and circulate the study proposal to the RSC. Once feedback has been provided the nominated PERUKI liaison will present the survey findings to the executive committee and a final decision on adoption will be made. The possible outcomes at this stage are 1-4 as outlined earlier. The nominated PERUKI liaison will be responsible for drafting the feedback response. The **Chair** will sign the final response letter.
3. Appeals: There is no route to appeal, however resubmission can be made as long as there has been a meaningful change to the application sufficient to justify re-distribution to the RSC. Proposals submitted without significant changes are likely to receive an outcome 4.
4. Following adoption, the nominated PERUKI liaison will be required to update the PERUKI Trello Card, provide a summary of the study for the PERUKI website and ensure that PERUKI is acknowledged on all publications/conference abstracts and presentations.
5. The anticipated timeline for adoption is 12 weeks from first review at the executive committee to final decision. Studies requiring rapid adoption, due to pressing funding calls, can be given a letter of support pending full adoption. This is at the discretion of the executive committee and should be reserved for exceptional circumstances.