## **Topic Proposal Submission Protocol**

The goal of the TQIP Collaborative in selecting system-wide projects, is to have participating centers suggest potential opportunities for improvement. These will be reviewed by the collaborative leadership, who will select 2-3 proposals to be presented to all members at a group meeting.

To facilitate this process, if there is an outcome area from your facility TQIP report that you would like to propose to the collaborative for a potential system-wide research and intervention project, please prepare a short 1 page document with the following information.

Introduction- What is the outcome area and why is it important to address?

**Institutional Experience**- What have you done to look into this at your center and over what period of time? What data elements did you review? What results/processes did the review generate? Can you make any firm conclusions about any intervention implemented?

**Proposal for System-wide Analysis**- What type of data would be of interest across centers? Should this be retrospective or prospective? What research questions or interventions could possibly result?

We will review all submissions and contact you if your proposal has been selected to be presented to the entire group. Please note that in submitting a topic area, if selected by the group, you agree to help champion the project at the system level, and you may appoint other individual(s) at your center to assist you.