

# Clinical Pharmacy Consensus Recommendations

## Introduction/Background

Pharmacotherapy Publications, Inc. (PPI), the journal-publishing unit of the American College of Clinical Pharmacy (ACCP), is soliciting proposals for clinical pharmacy consensus recommendations. Clinical pharmacy consensus recommendations could guide clinical pharmacy services delivery; education, training, or credentialing of clinical pharmacists; or optimization of medication management.

## Scope of Work

Consensus recommendations embody the most up-to-date evidence analyzed by multiple experts with established records for research and publication within the field. The final product should guide optimal clinical pharmacy practice, education, or training.

## Eligibility

The proposal must provide adequate background information that addresses the need for the proposed consensus recommendations to be considered for support. The authors must have established records in practice and/or scholarship within the subject area that the consensus recommendations address. Interdisciplinary and international author panels are encouraged.

## Expected Deliverables and Timeline

Proposals approved for funding by PPI will result in consensus recommendations submitted to the PPI Board of Directors (BOD) for approval and *The Journal of the American College of Clinical Pharmacy (JACCP)* for review and subsequent publication. The consensus recommendation manuscript should be ready for approval by potential endorsing organizations within 12 months of a signed agreement between PPI and the lead author. Prior to the deadline, quarterly progress reports will be submitted to the PPI BOD for review.

## Funding

Funds may be available to support a budget that details the expected expenses for consensus recommendation development. Indirect costs are not allowed.

## Authorship

Author panels should be interprofessional and free from any perceived conflict of interest. Please refer to the [PPI authorship policy](#).

## Proposal Submission Procedure

Authors that wish to be considered for funding in 2024 should first submit a one-page letter of intent by **May 17, 2024**. Full proposals are due **August 9, 2024** with expected approval by October 31, 2024. All proposals must contain the following:

- Draft title of the consensus recommendations
- Audience
- Background information that addresses the need for the proposed consensus recommendations

- Authors (CVs and [potential conflicts of interest disclosure](#))
- Identification of an author panel chair and co-chair that will serve as liaisons with the PPI BOD
- Potential endorsing organizations and a summary of correspondence regarding potential endorsement
- Manuscript outline and proposed word count
- Detailed budget, including a payee that could receive funds and disburse according to the proposed budget
- Timeline

Letters of intent and proposals should be addressed to the PPI Board of Directors and sent to Keri Sims at [ksims@accp.com](mailto:ksims@accp.com).

## Frequently Asked Questions

### **Do you accept proposals from groups accepting commercial sponsorship?**

PPI will not accept proposals from authors that are receiving commercial sponsorship to produce the consensus recommendations. PPI understands that authors are involved in advisory boards and speaker bureaus that result in receipt of commercial industry funds. All potential conflicts of interest must be declared in the proposal.

### **Are postgraduate trainees allowed to contribute to consensus recommendations?**

The authors must have established records in practice, research, and publication within the field that the consensus recommendations address. Interdisciplinary and international author panels are encouraged. It is unlikely that a postgraduate trainee would fulfill this requirement, but all potential author panels will be reviewed individually.

### **What are allowable expenses for consensus recommendation development?**

Allowable expenses are those that are incurred as a direct result of development of the manuscript, including:

Meeting space

Teleconference or video conferencing systems

Fees incurred for the acquisition of primary literature

Non-allowable expenses include:

Payment for author time

Food and beverage

### **Will the consensus recommendations undergo peer review?**

Yes, the manuscript will undergo peer review upon submission to *JACCP*.

### **Will ACCP endorse the consensus recommendations?**

All potential endorsing organizations must be identified within the proposal. Endorsement will be sought prior to manuscript submission to *JACCP* for publication, allowing time for authors to incorporate feedback from the potential endorsing organizations.