**IAPD Endorsement of Scientific Documents Developed by External Organizations**

***Proposal Form***

External organizations can request International Association of Paediatric Dentistry (IAPD), through the Science Committee, to endorse or approve scientific documents developed by their organization (“endorsement requests”), such as clinical practice guidelines, consensus statements, position statements, and policy statements. Also, IAPD may reach out to external organizations to express interest in endorsing a specific scientific document developed by the organization.

All endorsement requests will be reviewed for scope and purpose, methodological rigor, clarity of presentation, stakeholder engagement, applicability, and adherence to appropriate reporting standards (as applicable), using tool such as [AGREE II tool](https://www.agreetrust.org/wp-content/uploads/2017/12/AGREE-II-Users-Manual-and-23-item-Instrument-2009-Update-2017.pdf) for clinical practice guidelines, and [PRISMA](http://www.prisma-statement.org/) for systematic reviews.

The process of reviewing endorsement requests may take up to 6 months from the receipt of completed application. The process requires a full review of the document by the IAPD Science Committee followed by their recommendation to the Board of Directors (BOD) for its consideration and the final decision. The review will begin soon after the receipt of completed application; however, the timeline may vary depending on competing priorities. The BOD may require a contractual agreement to specify endorsement terms and conditions (e.g., use of IAPD name and/or logo).

The endorsed document may be made available on IAPD website as an open access resource, as appropriate.

Please submit the completed endorsement request form, with a copy of the document and any supplemental materials, as appropriate, via email to Ms. Loraine Lugasi, association manager at llugasi@paragong.com.

Thank you for considering endorsement of your scientific document by the IAPD.

**Endorsement Request Form**

|  |  |
| --- | --- |
| **Requesting Organization** |  |
| **Address** |  |
| **Primary Contact person** |  |
| **Contact number** |  |
| **Email address** |  |
|  |  |
| **Title of the document** |  |
| **Type of document** | **\_\_**Clinical Practice Guideline\_\_Systematic Review\_\_Position Statement\_\_Policy Statement\_\_Other (please specify) |
| **Scope & purpose of the document**  |  |
| **Target audience** |  |
| **Summarize the document development process** |  |
| **Summary of key findings** |  |
| **Brief description of document review process** |  |
| **Brief justification for IAPD’s endorsement and relevance of document**  |  |
| **Was IAPD involved in development of the document?** | \_\_NO\_\_YES, please specify names and affiliation of IAPD-appointed experts. |
| **Was IAPD involved in the review of the document?** | \_\_NO\_\_YES, please specify names and affiliation of IAPD-appointed experts. |
| **Is the document published in a peer-reviewed journal?** | \_\_NO, manuscript is under preparation.\_\_NO, but manuscript has been accepted for publication. Please specify name of journal and expected publication date.\_\_YES, please provide full citation. |
| **Have other organizations been approached for endorsement?** | \_\_NO\_\_YES, please specify. |
| **Funding source(s)** |  |
| **Any additional information to support IAPD’s consideration of this request** |  |
| **Signature** |  |
| **Full name, affiliation** |  |
| **Date** |  |