

### **Purpose**

The charge of a Focused Study Group within the Pediatric Dermatology Research Alliance (PeDRA) is to identify research questions, conduct collaborative research, and disseminate research outcomes relevant to a specific disease group or area of research in the field of pediatric dermatology.

### **Composition**

A Focused Study Group will consist of at least seven Active Members of PeDRA representing a minimum of two institutions and conducting a minimum of two collaborative research studies. Additional members of a Focused Study Group may come from other membership categories and non-members; however, a simple majority of the Group must be Active Members. Each Focused Study Group will be led by one chair who must be an Active Member of PeDRA and is selected by the Group and approved by the Studies Committee. Groups may choose to appoint a vice chair to support the chair in their activities. PeDRA's Research Programs Manager will provide administrative support to each Focused Study Group, with additional staff support (for example, note-taking at the Annual Conference) provided by other staff or volunteers as assigned. Note that PeDRA staff will be responsible for all administrative and management duties, while Focused Study Group chairs and members are focused on strategy and governance.

### **Responsibilities**

- Actively identify research questions and conduct collaborative research in a disease group or research area relevant to the field of pediatric dermatology.
- Collaborate with PeDRA staff to maintain accurate content on the PeDRA website and other forms of communication.
- Host at least one breakout session at the PeDRA Annual Conference and a minimum of one additional group sessions during the year, whether in-person or virtual.
- Maintain active correspondence among Study Group members via meeting minutes, and with PeDRA Staff and the PeDRA Studies Committee via quarterly updates.
- Publish and present research outcomes and acknowledge PeDRA in all publications and presentations.

### **Procedures**

Focused Study Groups will be formed upon application to the PeDRA Studies Committee, who will approve or reject applications based upon satisfaction of eligibility criteria and demonstration that responsibilities will be fulfilled. Study Groups will be free to satisfy their responsibilities in the manner they see fit and will be responsible for an annual report of membership and activities to be submitted to the chair of the PeDRA Studies Committee no less than three weeks after the PeDRA Annual Conference each year.\*

Focused Study Groups will be led by one chair who will be supported by at least one vice chair. The chair and vice chair(s) of a Focused Study Group shall be nominated by the members of the group using whatever means they see fit. For example, they may call for anonymous nominations over email or ask for volunteers at an annual conference. Nominees will be brought forward to a subset of the Studies Committee to vet and approve or reject nominees based on academic status and leadership potential. Each Focused Study Group is

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\* Focused Study Groups established with approval of the Studies Committee prior to the 2020 PeDRA Annual Conference will not need to submit an application but will be responsible for fulfilling reporting requirements beginning in 2021.

required to have a sustainable succession plan in place, ideally to include the movement of a vice chair into the role of chair at the conclusion of each chair term, to coincide with the appointment of a new vice chair to replace the vacant seat. It is strongly encouraged that Focused Study Groups provide leadership opportunities to early career investigators as part of long-term succession planning.

Each Focused Study Group will be represented by one individual on the Studies Committee. This individual may be a chair or vice chair and will serve their terms as Focused Study Group leadership and on the Studies Committee consecutively. The individual will provide regular quarterly updates on Focused Study Group activities to the Studies Committee and is expected to attend at least two Studies Committee meetings per year.

### **Terms**

Focused Study Group members may remain a part of the group indefinitely. Chair terms will be a maximum of two years in length without eligibility to renew. Vice-chair terms will be a maximum of two years with the opportunity to renew once. At the conclusion of an eligible term(s) as a chair or vice chair, an individual will again become eligible for a subsequent term(s) following a four-year hiatus from the chair or vice chair position. Members may not serve as a chair or vice chair of more than one Focused Study Group at a time.

Terms shall commence each year at the conclusion of the PeDRA Annual Conference.