



IMMERSE minutes  
16/6/22  
Steering Committee

**Present**

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| <b>WP1</b> | Inez Germeys<br>Martine van Nierop   |
| <b>WP2</b> | Simon Krause   |
| <b>WP3</b> |  |
| <b>WP4</b> |  |
| <b>WP5</b> | Maria Wolters  |
| <b>WP6</b> |  |
| <b>WP7</b> | Anita Schick<br>Matthias Schwannauer<br>Michal Hajduk<br>Anty Heretik<br>Michel Wensing<br>Iveta Nagyova |
| <b>WP8</b> |  |

**1. General Management**

Data transfer agreement:

Katrien still hasn't received feedback from UHEI, after that she can send around the signatory version. **Please all make sure your legal depts sign as quickly as possible.**

Not all quarterly reports have been received. As of Jun 20<sup>th</sup> only those of WP4, 5, and 2 are in, all other WPs please send Martine the reports!

Martine will send around a doodle for a practice run of the presentations we'll have to do in December for the external evaluation, so for some zoom meetings the week(s) before the actual evaluation. (update 20/6: doodle has been sent and the external evaluation is now set at December 1<sup>st</sup>)

Bratislava will report more PMs than initially agreed in the proposal, to make up for their lower PM costs. That way they can use up more of their allocated budget.

There will be a SC meeting on July 14<sup>th</sup>, but Martine and Inez will not be present. Uli will send another zoomlink for this (so follow that link, and not Martine's link).

**2. WP2**

Consolidated the results from the 1<sup>st</sup> dashboard usability evaluation. There were no major risk issues, just some minor usability things that will be resolved soon.

They have finished the preparation for the dashboard visualizations. Johannes should have sent around a link with login details so we can have a look.

They have also prepared for the app usability evaluation. Simon and Simona have decided which data will be displayed in the app, these visualizations will now be designed so they will be similar as in the dashboard.

The quality report will be delivered next week.

Usability tests are being done now, data will be available next week.

### 3. WP3

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### 4. WP4

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### 5. WP5

They now have a minimum dataset for Slovakia, Germany, and Belgium. The deadline for data collection for the deliverable report 5.1 is August 1<sup>st</sup>, and for papers it's August 31<sup>st</sup>. By mid July coding of the minimum dataset of the qualitative data will be done for the Slovak, German, and Belgian data. They will then have a codebook that people from the UK can be trained on.

Maria and Glenn have been working on a codebook for the quantitative data. In the SC meeting in July we'll discuss what we'll do with data that has been collected in specific sites only (shared with consortium or not).

Slovakia doesn't have access to NVivo, but Maxqda. This is also fine to use. Maria is now looking at integrating software from different packages, but we might have to settle on 1 program.

### 6. WP6

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### 7. WP7

Timeline for ethics submissions:

Looks ok now: aim to submit by the middle of August. To do this we need the usability tests. All CV's were received, except for **Catherine**.

**All other (non German) sites need to check requirements for the phase 2 submission at local ethics committees.** Please all also check your competent authorities for any possible additional requirements.

All sites can now go ahead with submitting for phase 2, that way we will know early on whether we need to do additional things based on the feedback of the committees. Belgium is going to submit end of June.

Anita will send around the final document of all questionnaires, protocol, etc, this can be used for the ethics applications.

We may have to update the DPA to also incorporate sites (e.g. clinical units) that are not part of the consortium. In Germany and UK it doesn't matter that even though they don't have the IMMERSE data, they consider when data is generated with their patients, they have a responsibility of these data so need to be legally incorporated somehow. Another option is that for example the university can set up a separate DPA with their clinical sites. Or Mannheim sets up contracts with all the clinical sites.

All questionnaires have been set (reduced version plus optional additional questionnaires), medX has implemented them in eCRF. This will be made available by end of June, in English, so we can see if it all works as we want it to. Then it can be implemented in other languages. We need to test it with people other than our PhD students, for example patients, friends, etc.

Manuela needs input for the economic evaluation from the local sites about local situation, to see if the items of that questionnaire fit (e.g., there could be differences that make certain items irrelevant). Matthias and Manuela have highlighted specific areas where they need feedback, please all provide this asap!

## 8. WP8

Evelyne has worked on RedCap for abstract submission (so this will be separate from data at Erlangen), she still needs to meet with Thomas to talk about the specifics. After that we can discuss the 2 papers of Lena and Anita that were already submitted.

Data will be open starting 6 months before the end of the project.

There will be a follow-up discussion on the PhD topics at the live SC meeting on November 18<sup>th</sup>. After that the specific papers can be submitted (key papers can already be submitted now)

## 9. Papers

In the UK it makes more sense to submit their abstracts at the University before they submit to IMMERSE (or whatever will go quicker).

## 10. AOB

### Actions

| Who                               | What   |
|-----------------------------------|--|
| Matthias                          | Send CV of Catherine for ethics submission to Anita                        |
| All clinical sites except Germany | Check requirement for ethics submission for phase 2.                       |
| WP3, 6, 7 and 8 leads             | Send quarterly reports to Martine ASAP                                     |
| Belgium / Slovakia                | Provide Manuela and Matthias feedback on Economic Evaluation questionnaire |