



**DEAR AAAAI COMMITTEE/TASK FORCE/WORKGROUP:**

Thank you for your interest in developing a proposal for AAAAI.

The Board of Directors has requested that all statement proposals be reviewed and approved by the Practice, Diagnostics & Therapeutics (PDT) Committee before work can begin. Your cooperation in completing the attached form is appreciated and will help expedite the review, approval, and publication process.

In addition to the information requested on the attached sheet, please provide the following documentation to support your intent to proceed with this project:

1. A brief outline and topic summary of the proposal.
2. A review of evidence in the medical literature pertaining to your proposal, including a reference list of relevant previously published statements on the topic (practice parameters, other specialty society position statements, etc). Note: The Board has asked the PDT Committee to critically appraise the quality of evidence that will be used to support your proposal in its review process.
3. A list of authors and a conflict of interest disclosure statement for each author. (Use attached Disclosure Form or submit/update on the Online Disclosure Management System.)
4. Justification for why a statement is needed and why it should be either a Position Statement, Systematic Review, or Work Group Report.

The PDT Committee expects that once an intent form is approved, the authoring AAAAI Committee/Task Force/Workgroup will provide a final copy of the document for review in a timely fashion (e.g., in 3-12 months). If additional time is needed to complete the document, the PDT Committee Chair should be notified. Please recognize that the review and revision process can take up to another several months depending on the scope of comments needing to be addressed by the authoring group.

All intents for statements should be submitted via email to [PDTreviews@aaaai.org](mailto:PDTreviews@aaaai.org). Questions about the work group report submission process can also be directed to [PDTreviews@aaaai.org](mailto:PDTreviews@aaaai.org), or by contacting a member of the Practice and Policy team at the AAAAI executive office at (414) 272-6071.

Sincerely,

Roland Solensky, MD FAAAAI  
Chair, PDT Committee



## Position Statement/Work Group Report Intent Form

Authoring Committee/Task Force: \_\_\_\_\_

Approved by Committee Chair: \_\_\_\_\_

Lead author(s) and e-mail address: \_\_\_\_\_

Proposed title: \_\_\_\_\_

Date submitted: \_\_\_\_\_ Is this a Leadership Institute Project: Yes  No

Statement type requested: (Check only one box; PDT Committee will make final determination of statement type):

- Position Statement** – examines an aspect or aspects of clinical practice, research or public policy pertaining to allergic/immunologic disease, and through literature review and a consensus of experts, sets forth a position designed to outline appropriate care, appropriate application of research or public policy. They are well referenced and contain an appropriate bibliography. Position Statements constitute official positions of the AAAAI.
  
- Systematic Review** – Examines an aspect or aspects of clinical practice, research or public policy pertaining to Allergic/Immunologic disease in a systematic, reproducible fashion. Most such reviews will address therapies, but proposals focusing on other areas – including diagnosis, prevention, or prognosis are also encouraged. It is expected that authors will define a question, perform a literature search with specified inclusion and exclusion criteria, abstract and critically appraise data according to methodologic quality and assessment of validity, and transparently describe the overall results of the review and how to apply these results to patient care. These reviews do not constitute official statements or policy of the AAAAI, but do carry the potential for meaningful impact.
  
- Work Group Report** – provides further comment or clarification on appropriate methods of treatment or care. They are generally created by committees or work groups, and the end goal is to aid practitioners in making patient decisions. They are well referenced and contain an appropriate bibliography. They do not constitute official statements of the AAAAI but serve to bring attention to key clinical or even controversial issues.

Please provide the following documentation on a separate attachment:

1. A brief outline and topic summary of the proposed Position Statement/Work Group Report.
2. A review of evidence/literature currently available on the topic, including a reference list of relevant previously published statements on the topic (practice parameters, other specialty

society Position Statements, etc). Note: The Board has asked the PDT Committee to critically assess the age of the evidence/literature that will be used to support the statement in its review process. Statements based on old or outdated literature are not likely to be approved.

3. A list of primary authors and a conflict of interest disclosure statement for each author must accompany this form. (Use attached Disclosure Form or submit/update on the Online Disclosure Management System.)
4. Why is a new paper on this topic necessary and why do the authors believe this should be a statement of the type selected?

I have reviewed the development and review process for AAAAI Position Statements and Work Group Reports and agree to its contents.

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Signature and date

**PDT Committee action:**

Approved

Returned for clarification

Denied

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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