ISBD Task Force Proposals and Procedures

An ISBD Task Force (TF) is meant to be a working group of experts who together on a timely basis address an identified gap or need aligned with the vision and mission of the ISBD. Deliverables of a TF could include, but are not limited to, scholarly papers, teaching resources, educational materials or events, and/or health policy recommendations.

Three points of origin for ISBD TF Proposals

1. ISBD Board
2. ISBD Membership
3. Partner Organization (ie IGSLi, DBSA, ISAD)

TF Proposal Evaluation Process

Proposals submitted via the *TF Proposal Form* will be initially reviewed by the VP of Research (VPR) and then discussed at the Executive Committee and voted on by the ISBD Board of Directors for approval. The following criteria will be the basis of the review of new TF proposals:

1. Is the Task Force proposal sufficiently focused and addresses a clearly formed objective or set of objectives that align with the vision and mission of the ISBD?
2. Is there a recognized Chair and a Deputy Chair of the TF?
3. Are there clearly described deliverables and timelines?
4. Is there a list of participating and eligible members of the TF (see below)?
5. Does the Task Force include recognized leaders in the field?

Pragmatic Considerations for ISBD TF

1. TF members should be ISBD members or willing to obtain membership
2. For specific purposes a TF could include guest experts in a related field or members from a partner organization who are not members of ISBD (e.g. statistician or researcher from a complementary field or expert member of a partner organization such as ISAD or IGSLi).
3. Ideally a TF should not exceed 20 members, anticipating that there will be opportunity for all members to contribute substantively to the goals and work of the TF
4. Consistent with the international composition of ISBD membership, diverse representation of members is desirable (ie geographic, gender), as well as inclusion of junior members
5. The original deliverables should be completed within the timeframe included in the original proposal, typically no longer than 12 to 24 months to allow for a process of refreshment and ability to address other/new important topics on a timely basis
6. The Executive Committee and VPR will generally support the TF in an advisory role and there will be limited administrative support; however, ISBD staff will help arrange teleconferences and meetings

ISBD Oversight Requirements

1. The recognized Chair and Deputy Chair of the TF will be responsible for organizing the TF and ensuring that the final deliverables are achieved in accordance with the proposed timeline
2. There should be a clear and transparent process for the development of deliverables agreed upon and followed by each TF; for example, via teleconference, group-email discussions, and face-to-face meetings
3. Manuscripts intended to be recognized as an ISBD TF paper and thereby eligible for consideration of Open Access fee underwriting should follow both the *Guidelines for Manuscript Development* and the *Guidelines for Open Access Fee Request* documents. This includes completing the *Notice of Manuscript Submission form.*
4. The label "A Task Force of the International Society for Bipolar Disorders" or similar reference in the title or anywhere within the MS may only be used once the above steps have been satisfied and final approval is confirmed by the VPR and the Executive Committee.

Version date: April 5, 2020