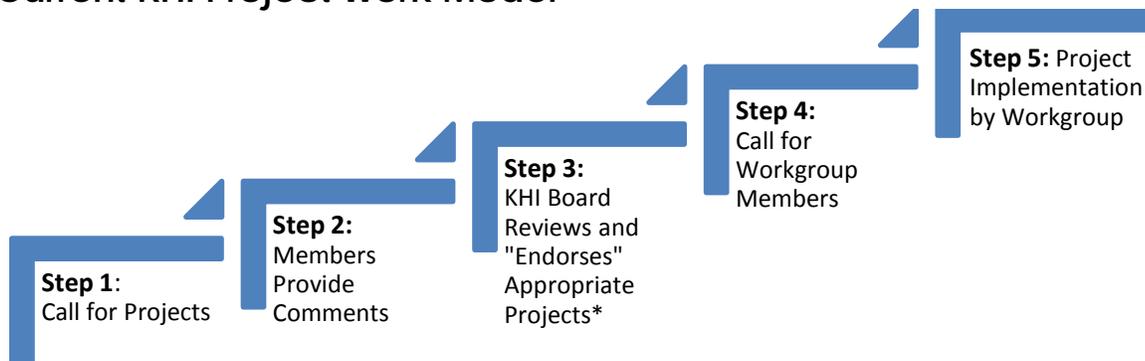


Current KHI Project Work Model



**(note, some projects may be advised to resubmit once feedback is provided from the review)*

Process for Workgroup Selection

This process will be posted on the KHI website and clearly communicated to the KHI members. If a scoring rubric is created to assist the selection process, that information will also be shared with the membership to ensure a transparent process.

1. Once a proposal is reviewed and endorsed, KHI staff and leadership will meet with the author by phone to provide any feedback and discuss the creation of the workgroup opportunity.
2. A "Call for Workgroup" will be posted on the KHI website and notification will be sent to all KHI members.
3. The author of the proposal along with any individual with relevant expertise may "apply" to serve on the workgroup. KHI members and the author of the proposal may represent excellent candidates for both the chair and member positions. The "application" should include:
 - a. Name and contact information
 - b. CV
 - c. Brief description of why they would like to participate (250 words or less)
 - d. Brief description of what they will contribute (250 words or less)
 - e. Note of their interest in serving as chair, member or either position.
 - f. Upon receipt of the application, KHI will request the applicant to complete or update a disclosure form to identify any potential conflicts of interest.
4. A Workgroup Selection Team, including the KHI co-chairs, KHI Project Director, and members of the review sub-group for that cycle, will review the applications and select a chair(s) as well as outline candidates for the workgroup. Note, the Workgroup Selection team will be posted on the KHI website before the selection begins.
5. The KHI Board of Directors will receive an email with the selected workgroup.
6. The chair(s) will receive an invitation asking them to serve in the leadership role.

7. The selected workgroup will be shared and the chair(s) will be allowed an opportunity to comment.
8. The KHI Board of Directors will be notified, if changes are being requested.
9. Invitation will be sent to the workgroup members and the work will ensue.
10. KHI members will receive an email of notification once workgroup has been confirmed. Any concerns or questions about the workgroup should be directed to the KHI Board of Directors in writing via khi@asn-online.org within 30 days of the posting of the workgroup.