

ICC Standard Method Validation: Application Questionnaire

1. Applicant Contact Details

a) Technical contact for Standard Validation:

<input type="text"/>	<input type="text"/>
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First Name

Last Name

Organisation

Position

E-Mail Address

Phone Number

Company Website

b) Financial administration:

First Name

Last Name

Position

E-Mail Address

Phone Number

c) Authorized person to sign the agreement:

First Name

Last Name

Position

E-Mail Address

Phone Number

2. Project description and Method information

The Method Proposer describes the analyte(s)/property(ies) to be measured and defines the purpose and scope of the method and its application. The proposer also identifies the need and value of the proposed method to the cereals, grains, and pulses community.

Draft or Legal Name of the Method: _____

Running Title: _____

N°	Questions	Yes	No
1.	Is the submitted method a new method?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is the applied method a proprietary method?	<input type="checkbox"/>	<input type="checkbox"/>

If No: Information about property:

Textbox

3. Level of validation

Please choose the current level of method validation from the list below:

- No validation
- Internal single validation
- Single internal validation with independent validation study
- Prevalidation study with at least 3 laboratories
- Multi laboratory validation with less than 8 laboratories
- Method fully validated by a ring trial

Note: ICC validation studies / ring trials follow the requirements of the IUPAC / AOAC / ISO international harmonised protocol for collaborative trials in the current valid version

Please upload available statistical data with the application!

4. Statistical Evaluation

Done by: _____

Internal External

Please provide a short description of the qualification of the Statistician:

- Yes No
5. Ring trial results have been published in a peer reviewed journal
If Yes, please provide reference:

Please upload publications with the application!

6. Please answer following questions if application is NOT a new method.
(If application is new, skip to 7.)

6a The method references to the following existing method(s):

Textbox

6b Type of proposed modification (*multiple answers possible*)

- Expansion of the scope of an existing method to include an additional measurand
- Expansion of the scope of an existing method to include additional matrices.
- Changes in the intended use of an existing method.

- Modifications to a method that may alter its performance specifications
(*e.g., changes to the fundamental science of an existing method, significant changes to reagents, apparatus, instrumental parameters, sample preparation and/or extraction, or modification of a method's range beyond validated levels.*)

- Other:

Textbox

6c Short description of the proposed Modification

Textbox

7. Please provide a short description of the principle of the new method / the method modification, its application, its current significance and potential future use. Please explain the reason in cases of not responding to a question.

7a Objective / benefits of the method:

Textbox

7b Target Group – Who would use the method: Method Applicability and Intended use:

Textbox

7c What is the value of the method in cereal, grain, and pulse sciences and sector?

Textbox

7d Market analysis: What similar methods are already on the market and meet specific needs of the cereals, grains and pulses society?

Textbox

7e What equipment /apparatus / measurand(s) might be used in the method?

Textbox

7f Analytes:

Textbox

7g Matrices:

Textbox

3. Terms and Conditions

- By submitting this application you are agreeing to the Terms and Conditions of ICC and the ICC Policy Documents (ICC statutes and bylaws)
- By submitting this application you are agreeing with the associated Fee Schedule
- By submitting this application you are agreeing with the following guidelines:
 - ICC Standard Operation Procedure (SOP)
(valid at the time of application; please note: if the validation process lasts longer than 2 years the process has to be proceeded with the new SOP version)
 - ICC Technical Instructions in the valid version
(valid at the time of application; please note: if the validation process lasts longer than 2 years the process has to be proceeded with the new SOP version)
- By submitting this application in no way does a legal entitlement to the maintenance of an ICC standard arise.
- By submitting this application you agree that this application automatically expires after a period of six months, if no proof on commitment and/or regular feed-back is provided to ICC headquarters on the evolution of the required ICC service.
- Ownership: by submitting this application you are agreeing to the Terms and Conditions regarding ownership of the standard method and the data (SOP, item 5).

The Technical Committee (TC) is the ICC expert group for the validation of standard methods. A Working Group (WG) formed from the TC experts and others undertakes the review of the method under the chair of the WG leader. The result of this evaluation is the expert opinion of this working group and the ICC Technical Directors and cannot be appealed.

4. Upload of following required documents

Note: ICC Validation Study Requirements and documents to be provided are mentioned in the SOP, chapter 6

Following documents are already available and uploaded:

N°	Document	Yes	No
1.	Project plan	<input type="checkbox"/>	<input type="checkbox"/>
2.	Method Manuscript / Method	<input type="checkbox"/>	<input type="checkbox"/>
3.	Protocols	<input type="checkbox"/>	<input type="checkbox"/>
4.	Publication(s)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Supplemental Documents:		
	<input type="text" value="Textbox"/>		

Order Form

ICC's services are required and will be contracted for:

A: Establishing the proposed method as ICC (Draft) Standard: New method

- Mandatory: Consultation meeting with TD about pre-conditions**
Discussion of the general plan with the TD board: Determine the next steps and the project plan
- Organising and managing a full validation study** (excluding managing of materials, dispatch costs, etc.)
 Including following key-activities:
 - Assessment of the requirements and the ring-trial of the (planned) validation study to be carried out by the applicant
 - Establishment and support of the working group, management of the working group
 - Review of statistical evaluation (calculations and data are performed/generated by the applicant; statistics are reviewed by the ICC Technical Director and finally by the ICC Technical Committee); Handling and Publication fee: Handling for publication/validation, final editorial check and formatting
 - Editing and publication fee: editing for publication/validation, final editorial review and formatting.
 - Assessment and approval by the committees
 - Promotion and announcement via ICC media
 - Establishing the validated method as ICC Draft standard

Optionally:

- Advice on the preparation of the concrete project plan**
- Statistical analysis organization and assessment**
- Accompanying of a pre-validation by 3 competent laboratories**

A prevalidation study is used to validate internal results by a small external preliminary study and to check if there are further small problems that were not identified during the internal development of the method. The prevalidation study can also provide additional information on sample homogeneity and stability.

Services ICC: Review studies for clarity and detail of instructions. Recommendation of appropriate laboratories (please note: provided that the studies meet the general ICC requirements of ring tests and the results do not lead to changes and improvements in the method or the method instructions, the data can be included in the official ring study).

B:

(Re-) Validation of an existing method

- Mandatory: Consultation meeting with TD about pre-conditions**
Discussion of the general plan with the TD board: Determine the next steps and the project plan
- Organising and managing of the method (re-) validation study**
Including following key-activities:
 - Working group set up, Management of the working groups
 - Final statistical evaluation (calculations and data are implemented/generated by the applicant; Statistics will be reviewed by the ICC Technical Director and finally by the ICC Technical Committee);
 - Handling and Publication fee: Handling for publication/validation, final editorial check and formatting
 - Assessment and approval by the committees
 - Promotion and announcement via ICC media
 - Establishing the validated method as ICC Draft standard

Please note: the final extent of (re-)validation depends on the nature of the existing standard. The actual project scope required will be discussed in the preliminary meeting.

Place, date

Name (in block letters)

Signature / Stamp of organization