Dear EQIP collaborators,

We are pleased to announce that we have completed a very successful national roll-out of the EQIP program and we are ready for EQIP 2023. We are contacting you to invite your participation in EQIP 2023. Our goal is to deliver a functional and impactful program to you and other participating programs by the spring APDS meeting in 2023. This letter will give you everything you need to participate this year: the purpose of EQIP for your Chair or DIO, documents you will need to fill out (including a Participant Use Agreement), and a timeline with detailed instructions about how to use the various programs you will be using for EQIP.

**Purpose**
EQIP is a continuous quality improvement program run by program directors for program directors to allow for data-driven innovation in surgical education and to allow data-informed conversations about the future of general surgery. This program is collaborative and collegial. It is not regulatory, nor will it be used for certification purposes. EQIP is dedicated to ensuring the confidentiality of all data that you share with EQIP. This EQIP project comes at no cost to you or your program for the first two years. (a full one-page description of EQIP is available [here](#), and a more detailed description of the lessons learned have been published in the *Journal of Surgical Education*.)

**IRB Approval**
We have structured EQIP as a quality improvement project. Brown University’s IRB has concurred and issued this [waiver](#). If your institution requires EQIP to be cleared by your IRB, please use the attached files for your submission ([PUA](#), [Data De-identification Plan](#), [EQIP – one page description](#)). We would suggest you ask for an expedited review and an exception from research since the project is a quality improvement process and all data ingested into the EQIP database is de-identified.
**Timeline & Detailed Instructions**

There are three steps to complete to participate in EQIP 2023.

1. Join EQIP by sending an e-mail to EQIPSurgery@gmail.com or complete this [online form](#).
2. Sign the [Participant Use Agreement (PUA)](#) ASAP. This needs to be done by the program director and DIO. If there are any concerns as this is completed, we are happy to assist in answering questions as needed. **We ask that you start Step 1 and 2 immediately.**
3. Begin preparing and sending the data to EQIP. More detailed instructions on how to do these steps will be forthcoming. If you encounter any trouble with these instructions, please reach out to EQIP ([EQIPSurgery@gmail.com](mailto:EQIPSurgery@gmail.com)) or Daniel Relles (Daniel.relles@lvhn.org).