

## **CTSA Consortium Oversight Committee Meeting**

May 20, 2008

1:00pm-2:00pm

Link to Adobe Connect recording: <https://webmeeting.nih.gov/p84965147/>

### **Attendees:**

L. Berglund, UC Davis; R. Califf, Duke; B. Alving, NCRR; C. Apperson, Case Western; F. Arnett, Texas; G. Bernard, Vanderbilt; E. Collier, NCRR; M. Drezner, UWisconsin, Madison; N. Dsisis, Washington; B. Evans, Washington; D. Ford, Johns Hopkins; E. Ginsberg, Columbia; A. Hayward, NCRR; K. Jensen, Rochester; T. Johnson, Yale; L. Lane, Vanderbilt; I. Orams, NCRR; S. Olson, Mayo; D. O'Quinn, Iowa; E. Orwoll, OHSU; T. Pearson, University of Rochester; H. Pincus, Columbia; K. Polonsky, Washington U; S. Reis, Pittsburgh; D. Robertson, Vanderbilt; D. Roth, Duke; J. Sands, Emory; M. Scheideler, NINDS; C. Shreffler, NIEHS; S. Shurin, NHLBI; J. Solway, Chicago; T. Yarbrough, Vanderbilt; A. West, Emory

### **Report from the Operations Group**

Dr. Berglund reviewed progress for developing the CTSA Strategic Plan. In the short term, the proposed facilitator, Dr. Peter Johnson, will join the upcoming CCOC Operations Group call on Friday, May 23, 2008, to discuss his experience in strategic planning. A retreat to focus on strategic plan development is being considered for sometime in June or during the scheduled October face to face meeting of the CCOC.

The Operations Group is also reviewing the work of the various workgroups and taskforces to ascertain their focus and alignment with overall consortium goals. The results of these reviews will be forthcoming and shared with the wider group.

### **Update from the Chicago CCOC Meeting**

With the announcement of the CTSA Administrative Supplements, the CCOC sent guidelines for Committees to follow when they put forth projects for consideration. As noted in the Request for Administrative Supplements, each Steering Committee can submit up to two projects and these must be approved by the CTSA PI liaisons. To further guide those Committees interested in submitting proposals, a set of consortium priorities were disseminated. These priorities may change and are not intended to preclude other suggestions. To assist those committees interested in the process and timelines for proposal submission, the Informatics group will share what it has developed with the group.

A member of the group sought clarification on whether "community engagement" was considered mission critical or out-of-scope. While community engagement is one of the more energetic aspects of the consortium, there is significant disparity amongst the institutions. Therefore, a strategic plan will help make this area a priority for the consortium. Other priority areas are T1, Public Private Partnerships and intellectual property issues.

### **Welcoming New Awardees**

The new awardees to the CTSA have been informed and the official announcement will be made on May 29<sup>th</sup>. To ensure a smooth orientation, current awardees are in touch with new members to share best practices and lessons learned. Participants discussed ideas to further guide and mentor the new class. These ideas include:

- Conducting informal web conferences to identify and share best practices
  - Hold separate retreat at the upcoming meeting in October
- Creating plan to show transition from pre-CTSA to post-CTSA challenges and successes
  - In progress in the Transition Taskforce
- Planning for a day-to-day operations plan for CTSA sites

### **Guidelines for Nominating Committee Members Through Web Interface**

To simplify enrolling and managing the rosters of CTSA committee members, Kameha Kidd explained the guidelines for implementing a web based interface. This will be launched on May 29<sup>th</sup> and is expected to streamline the process for managing the participation in committees and enable greater information sharing and communication across the consortium. This effort is being done in tandem with the development of new committee resource materials and web systems tutorials for incoming CTSA awardees.

Dr. Alving noted the importance of these efforts and the need to develop a CTSA policy to guide the governance of the CTSA, which will eventually include 60 members. In response from a query on efforts to better communicate with the PIs, Drs. Kidd and Collier outlined the following:

- Improved layout for the current newsletter to capture need-to-need information and email to CCOC members
- Improved CTSAWEB.org to enable easier, faster access to information
- Federation system that is in progress will enable members to access NIH with their institution's login

Dr. Kidd requested additional and continued input from members as the communications infrastructure and channels are being reviewed and improved. There is a strategic plan in place to guide the work of the communications group and comments and suggestions from users would enable continued improvement. The federation system should be launched at the end of summer or early fall.

### **Other Business**

Participants agreed that the long-term structure of the CTSA needs to be reviewed and priorities established to enable a solid foundation to take hold as the consortium grows. The newly awarded centers have been invited to send a representative to the upcoming Clinical Research Management workshop, June 23-24, to enable them to get an initial orientation.

CCOC members also outlined the regional consortium that their institutions have been involved in and the level of maturity of these mini consortia. It is a priority for these

regional initiatives to continue and grow as Congress is interested in promoting these linkages.

**Action Items**

1. Disseminate Informatics Administrative Supplements process and timelines (Helen Lee)
2. On boarding of new awardees through committee resource materials and tutorials (NCRR)
3. Invite a representative from each of the 14 new members to attend the upcoming Clinical Research Management workshop, June 23-24 (NCRR)

**The meeting adjourned at 2:00pm.**