



**CTSA** Clinical & Translational  
Science Awards Program

**CLINICAL AND TRANSLATIONAL SCIENCE AWARD (CTSA) PROGRAM  
STEERING COMMITTEE ROLES AND RESPONSIBILITIES**

Updated April 2021

# Contents

- Overview**..... 3
- Nomination, Eligibility and Membership Criteria** ..... 3
- Steering Committee Co-Chair Role and Appointment**..... 4
- NCATS Staff Attendees at SC Meetings** ..... 5
- Ad-Hoc Attendees of SC Meetings**..... 5
- Administrative Support**..... 5
- Meetings**..... 5
- Role and Responsibilities** ..... 6
  - Conducting Pod Calls and Reporting Pod Feedback*..... 6
  - Oversight of Enterprise Committee (EC) Activities*..... 7
  - Working Group Review and Voting*..... 7
  - Planning Committee for Fall CTSA Program Meeting* ..... 8
  - SC Task Forces* ..... 8
  - Stakeholder Feedback* ..... 8
  - Survey Review and Approval*..... 8
  - Communication among the KL2 and TL1 PIs (applicable only to KL2 and TL1 SC member)* ..... 9
- Appendix A – Membership of the CTSA Program Steering Committee (2021)**..... 10
- Appendix B – Past Steering Committee Members**..... 11
- Appendix C – CTSA Program Pods (2021)** ..... 14
- Appendix D – Annotated Survey Review and Approval Chart**..... 16

## Overview

The purpose of the Steering Committee (SC) is to enable bidirectional information and idea sharing between the CTSA Program Principal Investigators (PIs), Administrators and NCATS leadership regarding aspects of the CTSA Program and the field of clinical and translational science.

### Nomination, Eligibility and Membership Criteria

The CTSA Program SC is comprised of 20 members: 12 UL1 PIs, 1 KL2 PI, 1 TL1 PI, 1 Administrator, 1 PI of the CTSA Program Coordinating Center, 1 PI of the Trial Innovation Network (TIN), 1 PI of the CTSA Program Clinical Data to Health Coordinating Center (CD2H), the NCATS Division of Clinical Innovation (DCI) Director and the NCATS Director. Representation of the following groups are listed in the chart below.

SC Member	Representation Group	Meetings Organized By
1 Co-Chair	<a href="#">CTSA Program Steering Committee</a>	CLIC
1 NCATS Co-Chair/NCATS Director	<a href="#">NCATS</a>	N/A
11 UL1 PIs	<a href="#">Pod group comprised of UL1 PIs</a>	SC Pod leader
1 KL2 PI	<a href="#">KL2 PI/Directors Group</a>	CLIC
1 TL1 PI	<a href="#">TL PI/Directors Group</a>	CLIC
1 Administrator	<a href="#">Administrators Group</a>	CLIC
1 Trial Innovation Network PI	<a href="#">Trial Innovation Centers (TICs)</a> <a href="#">Recruitment Innovation Center (RIC)</a>	TIN
1 CTSA Program Clinical Data to Health PI	<a href="#">Clinical Data to Health</a>	CD2H
1 CTSA Program Coordinating Center PI	<a href="#">Center for Leading Innovation and Collaboration</a>	CLIC
1 NCATS DCI Director	<a href="#">NCATS</a>	N/A

New SC member nominations are solicited annually from NCATS in an open call to the CTSA Program consortium. The solicitation will be advertised in the September CTSA Program newsletter disseminated by the CTSA Program Coordinating Center. Members of the consortium may nominate another PI and PIs may submit self-nominations. Eligible Administrator candidates must be nominated by their hub's PI.

The eligibility criteria for SC appointments for PIs (UL1, KL2 and TL1) and an Administrator are as follows:

- A PI must be officially named in the Notice of Grant Award (NoGA) of an active CTSA Program hub. This includes the “contact” PI and all PIs listed as a “multiple PI.”

- An Administrator is the key point of contact between their institution's CTSA Program leadership and Program Directors, and NCATS personnel.
- Hubs in a [No-Cost Extension](#) (NCE) are ineligible for SC appointments. During an NCE a hub does not receive funding from NCATS in a fiscal year. A hub award in an NCE is not considered eligible as there is insufficient time remaining in the award project period for initiation of an appointment.
- For both PIs and Administrator, their hub award must have at least 3 years remaining during the project period.
- The PI has not served on the SC since December 2014. At the time the SC was reorganized in 2014, NCATS made a commitment to the consortium that all funded and eligible PIs will have the opportunity to serve 1 term before making second-term appointments.

UL1, TL1, and KL2 PIs and an Administrator are appointed by NCATS to serve up to 3 years. The PIs of the Trial Innovation Network (TIN), CTSA Program Coordinating Center and the CTSA Program Clinical Data to Health Coordinating Center serve on the SC during their grant project period with the option to rotate an annual appointment to another named PI of their grant. For example, in instances where a coordinating center has multiple PIs, Dr. X can serve from 2015-2017 and transfer the SC role to Dr. Y in 2018. This described rotation only applies to grantees of the 3 coordinating center grants and not to UL1, TL1, and KL2 PIs and Administrator roles.

When determining SC appointments, NCATS aims for a diverse representation of members, taking into consideration geography, hub size, and the nominee's professional expertise and background. New SC members will receive a formal invitation from the NCATS Director. Terms begin January 1 of Year 1 and end on December 31 of Year 3.

See **Appendix A** for a current list of members of the CTSA Program Steering Committee.

See **Appendix B** for past Steering Committee members.

### **Steering Committee Co-Chair Role and Appointment**

The SC Co-Chairs lead the SC by identifying priority topics for discussion and if applicable and when appropriate, creating SC-driven projects that realize opportunities identified by the SC. The SC Co-Chairs are the NCATS Director and a current member serving on the SC.

Beginning January 2021, the Co-Chair serves a 1-year term. Upon completion of a Co-Chair's 1-year term, the Co-Chair Designate assumes the Co-Chair position and NCATS appoints a new Co-Chair Designate. Each year, NCATS selects a Co-Chair Designate from the current SC roster. Prior to January 2021, a UL1 SC member was eligible for appointment as a Co-Chair after serving 1 year on the SC before serving a 2-year term.

The Past Co-Chair is the preceding year's Co-Chair and has this role for 1 year. The Past Co-Chair supports the present SC Co-Chair by providing historical information on past committee work and

other information as needed. If the Past Co-Chair has completed their 3-year SC appointment, the Past Co-Chair is invited by the current Co-Chair to attend SC meetings during this 1-year term as a non-voting member.

The SC will always have a Past Co-Chair, Co-Chair, and Co-Chair Designate serving simultaneously. This is designed to allow more PIs to serve in the Co-Chair role while also providing the current SC Co-Chair with adequate support and assistance, if needed.

### **NCATS Staff Attendees at SC Meetings**

The following NCATS staff members support the SC Co-Chairs in preparation for upcoming meetings. These attendees may attend SC calls and provide their area of expertise during the discussion.

- NCATS Deputy Director
- NCATS Chief Medical Officer
- Division of Clinical Innovation (DCI) Deputy Director
- DCI Director for TIN
- DCI Director for Program Hubs
- DCI Director of Informatics
- DCI Communications Coordinator

### **Ad-Hoc Attendees of SC Meetings**

The following “ad-hoc” members usually attend SC meetings and provide their area of expertise during the discussion:

- Director for the NCATS Office Communications, Policy, and Education
- Director for the NCATS Office of Grants Management and Scientific Review
- Director of NCATS Office of Scientific Review
- Chief, Policy Branch
- Deputy Director, Policy Branch
- Chief, Education Branch

### **Administrative Support**

The Executive Secretary is an NCATS employee that supports the SC Co-Chairs in preparing for upcoming meetings. A CTSA Program Coordinating Center coordinator provides logistics and administrative support for all SC meetings.

### **Meetings**

The CTSA Program SC meets at least monthly via webinar, twice per year in person, and communicates as needed via email. These meetings are attended by the SC members, NCATS Staff and Ad-Hoc attendees. Meeting summaries are prepared by the CTSA Program Coordinating Center and the Executive Secretary, disseminated to the consortium, and posted onto the [CLIC Steering Committee website](#).

## **Role and Responsibilities**

The CTSA Program Steering Committee serves multiple important functions, from the strategic to the logistical. First, the SC identifies major systemic scientific and operational problems in clinical translational science that the CTSA consortium should work to solve via collective action. It may create subgroups of the SC, or charter formal Working Groups, to address these problems. Second, the SC serves a broad coordinating function, selecting and monitoring the activities of the Working Groups, and ensuring that all parts of the large and diverse CTSA program have the opportunity to be included in consortial efforts. And third, the SC serves a critical bidirectional communication function, relaying information from the SC to the hubs via Pod meetings, and relaying input and questions of consortial importance to the SC, including its NCATS members.

The following required roles and responsibilities of each SC member. The SC Co-Chairs prioritize discussion topics for each SC meeting and provide an asynchronous structure for items that require administrative approvals or voting.

### *Conducting Pod Calls and Reporting Pod Feedback*

In addition to reflecting their own experience and perspective on the SC, each SC PI member represents either 5 or 6 other CTSA Program hubs; together each SC member and their 5-6 hubs designate a “Pod”. UL1 Pod members are strongly encouraged to include their hub’s KL2 PI, their Administrator and if applicable, their TL1 PI on Pod calls and emails. Pod calls have two primary objectives:

1. SC Pod leaders relay information and updates from previous SC calls
2. SC Pod leaders gather ideas, concerns, and/or other feedback from their pod to be reported to the SC and Co-Chairs

Pods connect every 1-2 months via teleconference and at the direction of the group to gather perspectives and allow for small group discussions. Agenda topics are determined by the Pod group. The Co-Chairs make every effort to release the upcoming SC meeting agenda in time to help inform pod group discussions. There may be instances where NCATS or the SC may solicit feedback from the Pod group on a specific topic. In these cases, Pod leaders are required to meet and discuss the solicited topic and prepare and submit an aggregate report back to NCATS.

Each Pod leader prepares informal meeting notes for each of their monthly or bimonthly calls and sends them to NCATS via the [Suggestion Box](#) within 3 days of hosting the call. If a Pod does not meet that month, SC members are expected to note this in their monthly submissions. These meeting notes inform the SC Co-Chairs and NCATS on specific challenges/barriers experienced locally by the hubs as well as innovative methods and approaches that address and/or solve translational science problems. When feedback is aggregated at a national consortium level, NCATS is better equipped to identify emerging topics that could be prioritized and addressed by NCATS. Further, these notes help NCATS formulate productive and engaging agenda topics for upcoming SC and Program meetings and when appropriate and useful, will present feedback, verbatim for discussion on the SC call or provides clarity on a given topic to the full consortium on the monthly Program call.

Hubs that are no longer considered to be “active” (i.e. hubs that are a beyond No Cost Extension and whose grants are or being closed out) are removed from the pod structure.

See **Appendix C** for a current list of CTSA Program Pods.

*Oversight of Enterprise Committee (EC) Activities*

The SC ensures alignment of EC activities with those of the SC, and the mission and goals of the CTSA Program. The full SC promotes synergies among the ECs; provides input on proposed EC Working Groups (WGs) including avoidance of redundancy among ECs/WGs; provides advice on relevant experts for WGs (including from other ECs); and provides final approval of new WGs. The SC receives yearly status reports from the ECs. The SC also reviews and approves EC surveys, as appropriate (see Appendix D).

*Working Group Review and Voting*

The SC oversees the CTSA Program Working Group (WG) process and are required to participate in WG reviews.

WGs consider and develop solutions around a specific clinical and translational science issue. A maximum of 12 active WGs will be supported by the CTSA Program Coordinating Center across the consortium at any given time with a target of ≤2 from a specific EC. A WG will propose and deliver well-defined projects or deliverables that fill identified translational gaps and/or further the CTSA Program objectives in high priority areas in clinical and translational science. Projects may result in outputs such as consensus papers, white papers, publications, and/or plans for workshops, symposiums, meetings, and/or a conference. Consortium members may choose to pursue potential funding for activities stemming from those through CCIAs or supplements; development of applications must take place outside of supported CTSA Program Groups.

An applicant submits a WG application proposal to the SC on the CTSA Program Coordinating Center website following the submission timelines:

Proposal Open Date	Proposals Due	SC Review	Earliest WG Start
Sep 1	Sep 30	Dec	Jan 1
Jan 1	Jan 31	Mar	Apr 1
May 1	May 31	Jul	Aug 1

Utilizing a rubric, each SC member provides an individual review of a WG proposal on the following areas: importance of purpose, value of deliverables to the consortium and to the field of clinical and translational science, project feasibility, and expertise and group composition. SC members with a conflict of interest on a WG proposal will abstain from participating in that specific application review.

The CTSA Coordinating Center aggregates and presents the results to the full SC. The SC will then formally vote, hold a discussion and/or may request for additional information/clarification, suggested

revisions. Possible SC decisions are that a WG is approved, denied, deferred, combined with a similar proposal, or approved with a delayed start. NCATS reviews the aggregate data and prepares a summary statement back to the WG proposers with the SC's decision.

For more information on the process, please visit [Working Group website](#) and [FAQs](#).

#### *Planning Committee for Fall CTSA Program Meeting*

The SC is the official planning committee for the fall CTSA Program meeting. This meeting is typically held in person during the fall season in the Washington, D.C. metro area and is attended by up to 5 representatives from each hub in the CTSA Program consortium. If an in-person meeting is determined to be infeasible such as during the COVID-19 pandemic, the meeting may be held virtually, in which case the number of participants per hub will be determined by the platform used for the meeting.

The SC does not serve as the planning committee for the spring CTSA meeting, which is a joint meeting of the Workforce Enterprise Committee, KL2 PI/Directors and TL1 PI/Directors groups, Hub Communicators group, and other Enterprise Committee groups. The individual group meetings are planned by the leads of those groups.

#### *SC Task Forces*

The SC can tackle clinical research and translational science barriers through the creation of up to 3 CLIC-supported task forces. These task forces are created by the SC and approved by the SC Co-Chairs. These task forces are deliverable-focused with milestones and should not exceed 1 year in duration. Further, they can include non-SC members with relevant subject matter expertise.

#### *Stakeholder Feedback*

From time to time, NCATS will solicit the views and opinions from the SC on a variety of topics, projects, and NIH/NCATS activities related to clinical and translational science. For instance, in the event NCATS launches a new consortium-wide program/initiative, the SC will be asked to provide feedback on the implementation activities and strategic direction of the program/initiative. During this period, pods should regularly meet to discuss activities of a new consortium program and submit feedback through the [Suggestion Box](#). Further, the SC should continue to provide feedback during the lifecycle of a program. Examples where the SC has provided substantive feedback to ensure CTSA Program success includes, but is not limited to the Trial Innovation Network, the Common Metrics Initiative, and the National COVID Cohort Collaborative (N3C).

#### *Survey Review and Approval*

The SC reviews and approves survey requests submitted by members of the consortium. For further information, including detailed processes and procedures, please visit <https://clic-ctsa.org/surveys>.

See **Appendix D** for an annotated survey review and approval chart.



*Communication among the KL2 and TL1 PIs (applicable only to KL2 and TL1 SC member)*

The KL2 and TL1 SC member have regular webinar meetings with their respective PI groups. In addition to webinars, the KL2 and TL1 groups hold an in-person meeting typically in conjunction with the Spring [Association for Clinical and Translational Science](#) meeting. The KL2 and TL1 webinars and in-person meeting are supported by the CTSA Program Coordinating Center. During these meetings the groups will have the opportunity to disseminate and share information. Meeting summaries are prepared by the CTSA Program Coordinating Center and posted to the KL2 and TL1 group pages.

**For more information see:** <https://clic-ctsa.org/groups/steering-committee>

## Appendix A – Membership of the CTSA Program Steering Committee (2021)

Member	Last Name	First Name	Affiliation
Co-Chair	Rutter	Joni	National Center for Advancing Translational Sciences
Co-Chair	Buse	John	University of North Carolina, Chapel Hill
Administrator	Stacy	Gerald	University of Chicago
KL2 Member	Bredella	Miriam	Harvard University
NCATS	Kurilla	Michael	NCATS
TL1 Member	McCormack	Wayne	University of Florida
UL1 Member	Hess	Rachel	University of Utah
UL1 Member	Imperato-McGinley	Julianne	Weill Cornell
UL1 Member	James	Laura	University of Arkansas
UL1 Member	Kimberly	Robert	University of Alabama, Birmingham
UL1 Member	McClain	Donald	Wake Forest University
UL1 Member	McPherson	David	University of Texas – Health Science Center at Houston
UL1 Member	Morris	Cynthia	Oregon Health & Science University
UL1 Member	Reilly	Muredach	Columbia University
UL1 Member	Sacco	Ralph	University of Miami
UL1 Member	Sokol	Ronald	University of Colorado
UL1 Member	Winokur	Patricia	University of Iowa
Trial Innovation Network Member	Ford	Dan	Johns Hopkins University
Center for Data to Health (CD2H) Member	Haendel	Melissa	Oregon Health & Science University
CTSA Program Coordinating Center Member	Zand	Martin	University of Rochester
Past Co-Chair**	Coller	Barry	Rockefeller University

*\*\*Not a formal/voting member of the SC.*

## Appendix B – Past Steering Committee Members

The CTSA Program Steering Committee was restructured in 2014. The initial 2014 cohort comprised of PIs who served 1-year and 2-year terms. This was done to allow rapid turnover so that many of the PIs had the opportunity to serve on the Steering Committee over the course of time. In 2015, the Steering Committee changed the 2-year terms to 3-years terms. Half of the 2015 cohort extended their term an additional year (to serve a full 3 years) to allow continuity of the work conducted thus far. From 2016 on, all SC appointments serve 3-year terms.

### 2014 Cohort

Terms: 2014 (1 year) and 2014 – 2015 (2 year)

Term Length	Last Name	First Name	CTSA Program Hub
1 year	Blazar	Bruce	University of Minnesota
1 year	Clore	John	Virginia Commonwealth University
1 year	Disis*	Nora	University of Washington
1 year	Kieburtz	Karl	University of Rochester
1 year	Luzuriaga	Katherine	University of Massachusetts
1 year	Toto	Robert	University of Texas Southwestern
2 year	Barohn	Richard	University of Kansas
2 year	Nadler	Lee	Harvard University
2 year	Reis	Steve	University of Pittsburgh
2 year	Selker	Harry	Tufts University
2 year	Shanley	Thomas	University of Michigan
2 year	Green**	Alan	Dartmouth College

\*SC Co-Chair (2014)

\*\*SC Co-Chair (2015 – 2016). This term was extended to 3 years when terms were modified.

### 2015 Cohort

Terms: 2015 – 2016 (2 year) and 2015 – 2017 (3 year)

Term Length	Last Name	First Name	CTSA Program Hub
2 year	Byington	Carrie	University of Utah
2 year	Jackson	Rebecca	Ohio State University
2 year	Solway	Julian	University of Chicago
3 year	Clark	Robert	University of Texas Health Science Center at San Antonio
3 year	Khosla	Sundeep	Mayo Clinic
3 year	Shamoon	Harry	Einstein-Montefiore

## 2016 Cohort

Term: 2016 – 2018 (3 year)

Last Name	First Name	CTSA Program Hub
Boulware	Ebony	Duke University
Brady*	Kathleen	Medical University of South Carolina
Center	David	Boston University
Cooper	Dan	University of California Irvine
Li**	King	Wake Forest University

\*SC Co-Chair (2017 – 2018)

\*\*Left CTSA Program. Slot not replaced due to timing.

## 2017 Cohort

Term: 2017 – 2019 (3 year)

Last Name	First Name	CTSA Program Hub
Grandis^ Collard	Jennifer Harold	University of California San Francisco
Lloyd-Jones	Donald	Northwestern University
Mashour	George	University of Michigan
Murphy	Tim	University of Buffalo
Shaker	Reza	Medical College of Wisconsin
Smyth (T)	Susan	University of Kentucky
Tsevat (K)	Joel	University of Texas Health Science Center at San Antonio

^Left Program. Dr. Collard filled Dr. Grandis' slot after her departure in the summer of 2018. Collard will serve the remaining term.

## 2018 Cohort

Term: 2018 – 2020 (3 year)

Last Name	First Name	CTSA Program Hub
Coller*	Barry	Rockefeller University
Evanoff^^ Powderly	Bradley William	Washington University of St. Louis
Kern	Phil	University of Kentucky

\*SC Co-Chair (2019 – 2020)

^^Left Program. Dr. Powderly filled Dr. Evanoff' slot after his departure in the summer of 2019. Powderly will serve the remaining term.

## 2019 Cohort

Term: 2019 – 2021 (3 year)

Last Name	First Name	CTSA Program Hub
Buse*	John	University of North Carolina, Chapel Hill
Hess	Rachel	University of Utah

Imperato-McGinley	Julianne	Weill Cornell
Winokur	Patricia	University of Iowa

*\*SC Co-Chair (2021)*

## 2020 Cohort

Term: 2020 – 2022 (3 year)

Last Name	First Name	CTSA Program Hub
James*	Laura	University of Arkansas
Kimberly	Robert	University of Alabama, Birmingham
Morris	Cynthia	Oregon Health & Science University
Sacco	Ralph	University of Miami
Sokol	Ronald	University of Colorado
Bredella (K)	Miriam	Harvard University
McCormack (T)	Wayne	University of Florida

*\*SC Co-Chair (2022)*

## 2021 Cohort

Term: 2021 – 2023 (3 year)

Last Name	First Name	CTSA Program Hub
McClain	Donald	Wake Forest University
McPherson	David	University of Texas Health Science Center at Houston
Reilly	Muredach	Columbia University

## Coordinating Center PIs (Length of award)

Last Name	First Name	Coordinating Center CTSA Program Hub
Ford	Dan	Trial Innovation Network (TIN) Johns Hopkins University
Haendel	Melissa	Clinical Data to Health (CD2H) Oregon Health and Science University
Zand	Martin	Center for Leading Innovation and Collaboration (CLIC) University of Rochester

## Appendix C – CTSA Program Pods (2021)

<b>UNIVERSITY OF MIAMI</b> SC Pod Leader: Ralph Sacco Email: rsacco@med.miami.edu
<b>UNIVERSITY OF MIGHIGAN</b>
<b>EMORY UNIVERSITY</b>
<b>VIRGINIA COMMONWEALTH UNIVERSITY</b>
<b>MEDICAL UNIVERSITY OF SOUTH CAROLINA</b>
<b>UNIVERSITY OF VIRGINIA</b>

<b>UNIVERSITY OF IOWA</b> SC Pod Leader: Patricia Winokur Email: patricia-winokur@uiowa.edu
<b>INDIANA UNIV-PURDUE UNIV AT INDIANAPOLIS</b>
<b>UNIVERSITY OF MINNESOTA</b>
<b>UNIVERSITY OF WISCONSIN-MADISON</b>
<b>MAYO CLINIC</b>
<b>UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL</b>

<b>UNIVERSITY OF ALABAMA, BIRMINGHAM</b> SC Pod Leader: Robert Kimberly Email: rkimberly@uabmc.edu
<b>UNIVERSITY OF ILLINOIS</b>
<b>VANDERBILT UNIVERSITY</b>
<b>ROCKEFELLER UNIVERSITY</b>
<b>NORTHWESTERN UNIVERSITY</b>
<b>RUTGERS UNIVERSITY</b>

<b>WEILL CORNELL</b> SC Pod Leader: Julianne Imperato-McGinley Email: jimperat@med.cornell.edu
<b>NEW YORK UNIVERSITY SCHOOL OF MEDICINE</b>
<b>UNIV OF MASSACHUSETTS MED SCH WORCESTER</b>
<b>UNIVERSITY OF KANSAS</b>
<b>GEORGETOWN - HOWARD UNIVERSITY</b>
<b>DUKE UNIVERSITY</b>

<b>OREGON HEALTH &amp; SCIENCE UNIVERSITY</b> SC Pod Leader: Cynthia Morris Email: morrisc@ohsu.edu
<b>HARVARD UNIVERSITY</b>
<b>OHIO STATE UNIVERSITY</b>
<b>UNIVERSITY OF PENNSYLVANIA</b>
<b>YALE UNIVERSITY</b>
<b>CASE WESTERN UNIVERSITY</b>

<b>UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON</b> SC Pod Leader: David McPherson Email: david.d.mcpherson@uth.tmc.edu
<b>UNIVERSITY OF KENTUCKY</b>
<b>UNIVERSITY OF CINCINNATI</b>
<b>UNIVERSITY OF TEXAS MEDICAL BR GALVESTON</b>
<b>UNIVERSITY OF FLORIDA</b>
<b>UNIVERSITY OF TEXAS - HEALTH SCIENCE CENTER</b>

<b>UNIVERSITY OF COLORADO</b> SC Pod Leader: Ronald Sokol Email: Ronald.Sokol@childrenscolorado.org
<b>UNIVERSITY OF NEW MEXICO</b>
<b>UNIVERSITY OF CALIFORNIA – SAN FRANCISCO</b>
<b>UNIVERSITY OF CALIFORNIA - DAVIS</b>
<b>UNIVERSITY OF TEXAS - SOUTHWESTERN</b>

<b>UNIVERSITY OF UTAH</b> SC Pod Leader: Rachel Hess Email: rachel.hess@hsc.utah.edu
<b>UNIVERSITY OF CALIFORNIA LOS ANGELES</b>
<b>UNIVERSITY OF CALIFORNIA SAN DIEGO</b>
<b>SCRIPPS RESEARCH INSTITUTE</b>
<b>MEDICAL COLLEGE OF WISCONSIN</b>
<b>UNIVERSITY OF CALIFORNIA IRVINE</b>

<b>UNIVERSITY OF ARKANSAS</b> SC Pod Leader: Laura James Email: jameslaurap@uams.edu
<b>STANFORD UNIVERSITY</b>
<b>JOHNS HOPKINS UNIVERSITY</b>
<b>UNIVERSITY OF WASHINGTON</b>
<b>UNIVERSITY OF BUFFALO</b>
<b>UNIVERSITY OF CHICAGO</b>

<b>WAKE FOREST UNIVERSITY</b> SC Pod Leader: Donald McClain Email: dmcclain@wakehealth.edu
<b>TUFTS UNIVERSITY</b>
<b>UNIVERSITY OF PITTSBURGH</b>
<b>MOUNT SINAI SCHOOL OF MEDICINE</b>
<b>PENNSYLVANIA STATE UNIVERSITY</b>
<b>BOSTON UNIVERSITY</b>

<b>COLUMBIA UNIVERSITY</b> SC Pod Leader: Muredach Reilly Email: mpr2144@cumc.columbia.edu
<b>UNIVERSITY OF SOUTHERN CALIFORNIA</b>
<b>EINSTEIN-MONTEFIORE</b>
<b>WASHINGTON UNIVERSITY IN ST. LOUIS</b>
<b>UNIVERSITY OF ROCHESTER</b>
<b>CHILDREN'S NATIONAL</b>

## Appendix D – Annotated Survey Review and Approval Chart

### Survey Review and Approval

Survey Type	Target	Reviewed by	Approved by	Distribution
<b>A. EC Survey</b>	EC (Including those developed by work groups)	Lead Team of the EC	EC NCATS Program Officer	CTSA Program Coordinating Center (will support up to 3 surveys, per EC, per year)
	Other ECs	Lead Team of the Other ECs	EC NCATS Program Officer	
	CTSA Program PIs	<b>CTSA Program Steering Committee</b>	Leadership of the Division of Clinical Innovation, NCATS	
<b>B. CTSA Program Consortium Grantee (not Hub) Survey</b>	CTSA Program (Described in Grant Application)	<b>CTSA Program Steering Committee</b>	N/A	CTSA Program Coordinating Center
	CTSA Program (Not Described in Grant Application)	<b>CTSA Program Steering Committee</b>	Leadership of the Division of Clinical Innovation, NCATS	CTSA Program Coordinating Center
<b>C. CTSA Program Hub or Partner Survey</b>	CTSA Program Hubs	<b>CTSA Program Steering Committee</b>	Leadership of the Division of Clinical Innovation, NCATS	CTSA Program Coordinating Center
<b>D. Other Internal Survey</b>	CTSA Program groups (e.g., Administrators, Coordinators, Communicators, Evaluators, etc.)	Self-reviewed	Self-approved	The group specific to the survey
<b>E. NCATS DCI Survey</b>	Consortium-wide	<b>CTSA Program Steering Committee</b>	Leadership of the Division of Clinical Innovation, NCATS	CTSA Program Coordinating Center
<b>F. CMI Survey</b>	CTSA Program hubs	Coordinating Center CM team and NCATS Common Metrics Initiative Lead	NCATS Metric representative	CTSA Program Coordinating Center's CMI Team
<b>G. Evaluations for Meetings and Events</b>	Participants at CTSA-related Meetings or Events	CTSA Program Coordinating Center's Survey Research Team or Executive Committee	CTSA Program Coordinating Centers Survey Research Team or Executive Committee	CTSA Program Coordinating Center or other group sponsoring the meeting or event
<b>H. External Survey</b>	Any CTSA Program related group or activities	CTSA Program Coordinating Center; NCATS Project Scientist; <b>CTSA Program Steering Committee</b>	Leadership of the Division of Clinical Innovation, NCATS	CTSA Program Coordinating Center

Full Guidance: [https://clic-ctsa.org/sites/default/files/NCATS%20CTSA%20Program%20Guidance%20for%20Surveys\\_Final.pdf](https://clic-ctsa.org/sites/default/files/NCATS%20CTSA%20Program%20Guidance%20for%20Surveys_Final.pdf)