

**COMMITTEE ON BIOMEDICAL RESEARCH
THE CWRU SCHOOL OF MEDICINE
RESPONSIBILITIES, CHARGE, AND MEMBERSHIP**

COMMITTEE STRUCTURE AND MEMBERSHIP: In accordance with the School of Medicine (SOM) Bylaws, the Faculty Council hereby establishes the **Committee on Biomedical Research (CBR)** (previously known as the *Committee on Research* or the *Research Committee*). Through establishment of this committee, the Faculty of Medicine delegates its role in formulating policies related to the conduct of research to the CBR. The complexity of the tasks involved in this effort requires the distribution of work among four sub-committees of the CBR to be called Research Councils: (a) **Research Portfolio Council**, (b) **Enabling Technologies Council**, (c) **Research Infrastructure Council**, and (d) **Biomedical Workforce Council**. Each research council will be chaired by a faculty member whose contribution in this regard will be supported by funds provided by the Dean's office. In consultation with Departmental Chairs and Faculty Council, the Dean or his/her designee shall appoint the Chairs of the Research Councils. A vice-Chair of each council will be elected by the faculty from a slate of candidates approved by the Nominating Committee¹. The Chair and Vice-Chair of each Research Council will also serve on the CBR; the Chair of the Research Portfolio Council will also serve as Chair of the CBR. Additional voting members of the CBR will include 4 members appointed by the Dean, and one member from, and elected by, the constituent faculties at University Hospitals, Cleveland Clinic Foundation, MetroHealth Medical Center, Veteran Administration Medical Center, and SOM Basic Science Departments; total number of members on the CBR will be 17 (9 elected and 8 appointed). The Dean and Vice-Dean for Research are *ex officio* non-voting members of the CBR.

In addition to the Chair and Vice-Chair, the voting membership of each Research Council will include 2 members appointed by the Dean and 3 members elected from a slate of candidates approved and vetted by the Nominating Committee; total number of member of each Research Council will be 7 (4 elected and 3 appointed). Term of Service for members of the CBR and Research Councils will be 4 years; members can be re-elected/appointed for a second consecutive term.

Additional ad hoc non-voting members may be appointed to the CBR and Research Councils by the Dean in consultation with Department Chairs and Faculty Council Steering Committee, but the number of non-voting members cannot exceed the voting membership. Term of service for ad hoc members is limited to 1 year, but can be extended annually for up to 4 years with approval of Faculty Council.

Participation at all CBR and Research Council meetings is expected. Members who miss more than 2 meetings per academic year may be asked to resign and a replacement will be either appointed (if the member was originally appointed) or selected from the most current election ballot (if the member was originally elected).

ELIGIBILITY AND ELECTION OF MEMBERS: The Dean is responsible for making appointments to the CBR and Research Councils in the numbers designated above. It is the responsibility of the Nominating Committee to field a carefully vetted slate of candidates for election by the general faculty. Committee appointments and nominations for elected positions will be governed by the following criteria:

- 1) Membership on the CBR and Research Councils must be widely representative of both clinical and basic science research at the SOM and affiliated institutions.
- 2) Committee members must to have a high level of research experience and be keenly visionary
- 3) Members of the CBR and Research Portfolio Council must be Associate Professor or of higher rank who are actively engaged in research and currently, or within the last year, the principal investigator on a federally funded research project

grant. Principal investigators with comparable research funding from non-federal sources will also be eligible for membership. A committee member may also be a tenured faculty member whose research strength is that of a *Team Scientist* as defined at the time of the award of tenure, and whose percent effort on federally funded research project grants currently exceeds 50%.

- 4) Membership on the Enabling Technologies, Research Infrastructure, and Biomedical Workforce Councils will be open to Assistant Professors who meet the above research funding criteria^{II}.

Annual elections and appointments must be completed by April 30th for committee service beginning July 1st of each year. Continuity will be maintained by staggered membership^{III}, and members-elect will attend the final meetings each year (as non-voting members) before assuming full membership responsibilities in July. Nominations, or self-nomination, for open positions must be made in writing to the Nominating Committee by March 1st. Affiliated institutions must also submit a slate of candidates for vetting and approval by the Nominating Committee by March 1st. The ballot approved by the Nominating Committee must have 2 (and only 2) candidates for each open position on the CBR and Research Councils.

COMMITTEE CHARGE: In partnership with the Vice Dean for Research, the overarching charge to the CBR is to facilitate all aspects of research at the SOM and to foster research sustainability. Specifically, the CBR will:

- 1) Coordinate activities of the Research Councils
- 2) Advise the Dean and Vice-Dean for Research regarding issues brought before the Research Councils
- 3) Ensure that the Research Councils engage all major stakeholders in the research enterprise including basic and clinical department chairs and center directors
- 4) Facilitate inter-institutional relationships and provide logistical support for trans-institutional research efforts
- 5) Disseminate information related to the Research Councils' activities to the SOM research community

OPERATIONS: The CBR will function as a concierge for issues related to the conduct of research at the SOM. Issues related to research may be brought before the CBR by the Dean, the Vice Dean for Research, Department Chairs, Center Directors, faculty groups, or individual PIs. The CBR will assign specific projects to the appropriate Research Council for evaluation and recommendations. Although each Research Council has specific areas of focus and responsibility, some issues will require input and advice from multiple councils. Therefore, the CBR will also serve as the forum for discussion of issues that cross Research Council boundaries.

The CBR will physically meet at least 4 times throughout the year, but will, whenever possible, fulfill most duties by electronic communication. The Chair of the CBR will report to the Faculty Council Steering Committee 2 times per academic year regarding operations and outcomes for each research council; the last report each year will be the annual summary and report of actions to the full Faculty Council.

Individual Research Councils will meet at least once a month during the academic year. The Chair and Vice-Chair of each council will set meeting agendas to address the continuing council charge and any *ad hoc* tasks assigned by the CBR. Recognizing that issues and needs related to the conduct of basic, clinical, and translational science investigations are different, the Research Councils should engage all major stakeholders and seek broad-based advice as appropriate to specific agenda items. Outcomes from Research Council deliberations (e.g. recommendations, plans of action, etc.) must be transmitted to the CBR, who will then convey the recommendations to the Dean and Vice-Dean for Research. It is the responsibility of the Administration to report

back to the CBR concerning plan implementation or provide an explanation for why a recommended course of action was not taken.

The Dean will provide administrative support for the CBR and Research Councils, and additionally provide the necessary support for development and maintenance of a CBR website. Minutes must be approved by the voting membership and posted by the CBR to the website in a timely manner. The minutes should reflect an outline of all major discussions and final recommendations. Although all efforts should be made to maintain transparency, it is recognized that some issues will require confidentiality. In order to facilitate wider discussion of issues related to the conduct of research, an interactive section of the website should be made available for faculty of all affiliated institutions to provide perspective, comments, and/or advice regarding posted outcomes from the CBR for discussion by the CBR at subsequent meetings.

CHARGE TO THE INDIVIDUAL RESEARCH COUNCILS

(A) RESEARCH PORTFOLIO COUNCIL

Evaluation of research progress and continuity is essential for the efficient and effective leveraging of SOM resources. The Research Portfolio Council will be responsible for the evaluation of research efforts at the SOM, integration of research activities across the major stakeholder sectors, and for long-range strategic planning. Towards this end, and in concert with the SOM Office of Research Administration^{IV}, the **Research Portfolio Council** will:

- 1) Evaluate current research project grants and identify areas of strength and emerging areas of basic, clinical, and translational research focus
- 2) Suggest new broad-based areas of research not currently represented in the portfolio
- 3) Facilitate collaborations between basic and clinical sciences
- 4) Engage in long-range strategic planning and report on plan implementation
- 5) Evaluate and expand interactive research databases and research network mapping

(B) ENABLING TECHNOLOGIES COUNCIL

Cutting-edge technologies and core facilities are essential for research sustainability. Efficient, well-managed cores provide support for ongoing research efforts, help establish new research directions, and allow investigators to remain competitive. In concert with the SOM administration and the Cores Steering Committee, the **Enabling Technologies Council** will:

- 1) Evaluate effectiveness of current Core facilities with regard to ongoing research efforts and recommend expansion or discontinuation of specific Core units
- 2) Recommend establishment of new enabling Cores that interface with emerging or new areas of research focus
- 3) Evaluate the need and identify new Cores that will enhance the interface among basic, clinical, and translational investigations
- 4) Find creative ways for greater intra-departmental, inter-departmental, and inter-institutional resource sharing

(C) RESEARCH INFRASTRUCTURE COUNCIL

Ongoing evaluation of both wet and dry laboratory space utilization is essential for transdisciplinary, cross-departmental research efforts. Furthermore, informed decisions related to development and expansion of computer facilities requires evaluation of our computational needs as it relates to research. The workload on individual investigators associated with issues of federal compliance including IRB, IACUC, and Environmental and Occupational Safety are increasingly burdensome. In concert with the SOM Office of Space and Facilities Planning, and the Space Committee, the **Research Infrastructure Council** will:

- 1) Evaluate and make recommendations regarding physical and virtual research space utilization and needs
- 2) Monitor compliance issues and procedures with an eye toward reducing the regulatory administrative workload
- 3) Work with existing committees to facilitate communication between compliance officers and investigators
- 4) Explore possible means to consolidate and create inter-institutional compliance infrastructures

(D) BIOMEDICAL WORKFORCE COUNCIL

In many respects, biomedical workforce issues are central to research sustainability and continuity. Proposed limitations on salary cost recovery from federal sources represents a serious threat to the financial health of the university, and new paradigms are needed to secure and maintain research support in an environment of unpredictable NIH budgets. Furthermore, inefficiencies in the current system of research management are extremely costly and counter-productive; mechanisms are needed to limit the loss of intellectual and technical expertise during project funding gaps. In concert with the SOM Office of Faculty Development and Diversity, the **BioMedical Workforce Council** will:

- 1) Evaluate and recommend institutional workforce policies and procedures to ensure research sustainability
- 2) Work with department chairs to evaluate issues related to research accountability
- 3) Evaluate current approaches and make recommendations regarding faculty research career development and mentoring at all levels
- 4) Identify creative ways to expand the Bridge-Funding program
- 5) Evaluate current practices and make recommendations regarding issues related to faculty reinvention/redeployment

^I In keeping with the SOM Bylaws, Assistant, Associate, or Vice-Deans cannot serve as chair or co-chair of the CBR or Research Councils.

^{II} The amount of non-research related activities should be carefully considered when appointing or nominating junior faculty to the Research Councils.

^{III} The first election of CBR and Council members will be for all positions. To initiate staggered terms of membership, the candidate with the highest number of votes for each position will serve for 4 years, second highest number of votes will serve for 3 years, and so on.

^{IV} The CBR and Research Councils should interface with the appropriate Administrative offices and committees to efficiently address issues related to the conduct of research and to minimize redundancy.

Unofficial Breakdown of Members on CBR

Committee on Biomedical Research (CBR)

Emailed current members

Must elect and appoint all:

Committee on Biomedical Research:

4 Appointed Council Chairs (voting)

4 Elected Council Vice-Chairs (voting)

4 Additional appointed members (voting)

5 Elected Members (voting) 1 from each of the following: UH, CCF, MHMC, VAMC, SOM

Basic Science Departments

(Total for CBR = 17: 9 elected and 8 appointed)

a) Research Portfolio Council

- 1) Chair (Appointed) *(is also the Chair of the CBR)*
- 2) Vice- Chair (Elected) *(is also a member of the CBR)*
- 3) 2 Appointed by Dean
- 4) 3 Elected

b) Enabling Technologies Council

- 1) Chair (Appointed) *(is also a member of the CBR)*
- 2) Vice- Chair (Elected) *(is also a member of the CBR)*
- 3) 2 Appointed by Dean
- 4) 3 Elected

c) Research Infrastructure Council

- 1) Chair (Appointed) *(is also a member of the CBR)*
- 2) Vice- Chair (Elected) *(is also a member of the CBR)*
- 3) 2 Appointed by Dean
- 4) 3 Elected

d) Biomedical Workforce Council

- 1) Chair (Appointed) *(is also a member of the CBR)*
- 2) Vice- Chair (Elected) *(is also a member of the CBR)*
- 3) 2 Appointed by Dean
- 4) 3 Elected

Total for each Council = 7: 4 elected and 3 appointed

This first rounds we need to:

Appoint 16: (4 Chairs, 4 CBR members, and 8 (2 for each council) Council members)

Elect: 21: (4 Vice-Chairs, 5 CBR members, and 12 (3 for each council) Council members)

37 total positions to be held by 26 to 37 individuals (Note: All elected candidates for the CBR and Research Councils must be vetted by the Nominating Committee)

Candidates for the CBR and Research Portfolio Council: Must be Associate Professor or Professor, have a high level of research experience, actively engage in research, and be a PI of Federally Funded Grant (current or w/in last year) or team scientist with >50% funding.

Candidates for the other Research Councils may be Assistant Professor or higher that meet the same criteria.