

## **(3.3) WVCTSI Research Scholars**

### **Overview**

#### **Purpose**

The purpose of this standard operating procedure is to communicate the process by which the West Virginia Clinical and Translational Institute (WVCTSI) Professional Development (PD) program staff will work with the Research Scholars and their mentoring teams to track the Research Scholars' progress, facilitate mentoring team meetings, and assist with the Research Scholars' and mentoring team needs that arise.

#### **Scope**

This policy applies to all WVCTSI Professional Development Core personnel, Research Scholars, and Research Scholar mentoring team members.

#### **Definitions**

**Mentor:** a faculty member who will supervise the proposed career development, research proposal, and research process of the Scholar. Primary mentors should have an active research program, a history of research funding, and a successful track record of mentoring/training junior faculty, fellows, residents, or students

**Mentoring team:** a team of mentors comprised of a group of individuals (three to five) that includes a primary mentor. The team will assist in preparation and submission of the Research Scholar application, and will advise on scholar's external grant submissions.

**Research Scholar:** a person who is selected by the WVCTSI Research Scholar Committee and appointed by the WVCTSI Director to develop and conduct mentored, clinical and translational research preparatory to a career as an independent, funded investigator.

# Policy

## Procedures

### I. Tracking of WVCTSI Research Scholar Progress

Tracking progress of WVCTSI Research Scholars will be conducted in multiple ways. The PD program staff will work with CTSI leadership to coordinate and document the following information.

#### Obtaining Metrics for Quarterly and Annual Reports

The PD Program Coordinator will utilize the iLab system to obtain updates from WVCTSI-supported Research Scholars for the Professional Development Core quarterly report. Quarterly metrics to be obtained are:

- # of research scholar program applications received
- # of intellectual property disclosures
- # of patents/license agreement applications
- # of patents/license agreements approved
- # of study section services
- # of honors and awards
- # of National Society/Organization services
- # of Professional Development activities
- # of research mentoring sessions of fellows/residents
- # of research mentoring sessions of undergraduate students
- # of full team meetings mentored
- # of workshops attended
- # of educational courses programs enrolled/completed
- Updated CV and or biosketch

The Tracking and Evaluation Core will access the Research Scholar Progress Reports in iLab to synthesize into the Professional Development Core quarterly reports.

#### Mentoring Team Evaluation of Scholar

Each Research Scholar mentoring team is charged with preparing a semi-annual evaluation of the progress of scholar to be provided in narrative form to supplement the metrics reported by the Research Scholars.

The PD program staff will notify each Scholar's primary mentor of the date by which the evaluation narrative must be submitted to the Professional Development Core

leadership. Upon receiving the evaluation narrative, the Professional Development Core leadership will work with the PD program staff to incorporate into the Professional Development Core quarterly report. All information must also be maintained in the raw form by the PD Program Coordinator in the respective Scholar's files.

### **Update Scholar Information Excel Table**

After receiving information from both the Research Scholars and the mentoring team each quarter, the PD Program Coordinator will update the WVCTSI Research Scholar Summary table, as necessary.

### **Annual Renewal of Mentoring Agreement**

Each year, the mentoring agreement must be reviewed and signed by the mentee and all mentors.

### **Annual Evaluation of Mentoring Team**

The Professional Development Core director and assigned CTSI administrative staff shall evaluate the performance and function of each mentoring team by conducting interviews with each mentor and mentee on an annual basis. This evaluation will be supplemented by the formalized scholar review of his/her mentoring team. Evaluations will be focused on appropriate career and research expertise provided by the mentor and the active engagement level of each mentor. If consensus is found between the PD core and the Research Scholar that adjustments should be made to the mentoring team the director of the PD core will intervene on the Scholar's behalf. It is the goal of the PD core to surround the scholar with actively engaged mentors who have the time and commitment to dedicate to these WVCTSI supported investigators. Documentation of the evaluation shall be maintained in the respective files by the PD program coordinator. Adjustments to the team and process will be made accordingly.

## **II. Scheduling of Mentoring Team Meetings**

WVCTSI Research Scholars will work with their mentors to schedule meetings (both one-on-one, or full mentoring team). The PD program coordinator is available to help with logistics on an as-needed basis. The frequency and timing of these meetings will vary between scholars depending on the mentor/mentee team consensus.

The PD Program Coordinator will communicate with the supported scholar to ensure that the meetings are scheduled for the upcoming months and that a conference room is reserved. If a teleconference is required, the call-in information should be provided to all individuals in advance via email communication. In order to utilize videoconferencing, Zoom must be requested in advance of the meeting.

### **III. Resolution of Mentor and Scholar Challenges and Concerns**

Mentors and Research Scholars are asked to utilize the WVCTSI PD Program Coordinator to address logistical needs of the group. Serious concerns should be directed to the chair of the Professional Development Core, who will work with the Manager of Investigator Development for resolution. Examples of serious concerns include conflict among or within the Research Scholar mentoring team, lack of progress and productivity, inadequate infrastructure to support the research project, lack of support from administration in protecting agreed-upon research time or resources, and ineffective mentoring relationships. Conflicts unable to be resolved utilizing these mechanisms will be reviewed and acted upon by the WVCTSI Director and WVU Associate Vice President for Clinical & Translational Science.

## **Roles and Responsibilities**

- PD program coordinator is responsible for tracking the progress of the Research Scholar by coordinating and documenting information for the quarterly and annual reports; contacting the primary mentor for each Scholar to remind of deadlines for semi-annual reports; updating the WVCTSI Research Scholar Summary table; scheduling and facilitating regular core mentoring meetings of WVCTSI Research Scholars; and addressing any logistical needs of the Research Scholar and the mentoring team/mentors.
- The primary mentor is responsible for preparing a quarterly evaluation of the progress of the Research Scholar.
- Professional Development Core director is responsible for evaluating the performance and function of each mentoring team.
- The Research Scholar is responsible for preparing the agenda with their primary mentor, taking notes during the meetings and providing minutes following the team meetings; presenting at Work-in-Progress sessions, and participating in the WVCTSI annual meeting, EAC meeting, and site visits by the NIH.

## References and Authority

The cost principles are set forth in the following documents and are incorporated by reference in 45 CFR parts 74.27 and 92.22. As noted below, OMB Circulars A-21, A-87 and A-122 have relocated to Title 2 in the Code of Federal Regulations (2 CFR) :

- OMB Circular A-21 (relocated to 2 CFR 220) — Cost Principles for Educational Institutions.
- OMB Circular A-87 (relocated to 2 CFR 225) — Cost Principles for State and Local Governments and Indian Tribal Governments.
- OMB Circular A-122 (relocated to 2 CFR 230) — Cost Principles for Non-Profit Institutions. Larger non-profit organizations that are specifically listed in Attachment C to OMB Circular A-122 are subject to the Federal cost principles applicable to commercial organizations (48 CFR 31.2) rather than to the cost principles for non-profit organizations.
- 45 CFR 74, Appendix E — Principles for Determining Costs Applicable to Research and Development under Grants and Contracts with Hospitals.
- 48 CFR 31.2 (Federal Acquisition Regulation) — Contracts with Commercial Organizations.

## Revision History

Revision	Date
This procedure was revised to reflect the accurate staff titles and the inclusion of the role of the iLab platform in WVCTSI Research Scholar program facilitation.	March 2018

## Approval and Authority to Proceed

I approve the procedure as described above, and authorize to proceed.

Name	Title	Date
Sally L. Hodder, MD	Director, West Virginia Clinical and Translational Science Institute	4/10/2018



Approved By

4/10/18

Date