
**WEST VIRGINIA
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

(4.6) Design Studio Administration

Overview

The West Virginia Clinical & Translational Science Institute (WVCTSI), Community Engagement and Outreach (CEO) Core, West Virginia Practice-Based Research Network (WVPBRN), and Clinical Research Design, Epidemiology, and Biostatistics (CRDEB) Core support the importance of seeking collaborative input for research design and translation that impact clinicians and patients around the state. Design Studio has been created to assist the WVPBRN investigator(s) with sharing and/or formulating research project ideas, while ensuring the appropriate study designs, necessary protocol, and best-practice based framework are incorporated.

Purpose

Design Studio is constructed to serve as a collaborative platform where WVPBRN investigators have the opportunity to gain more knowledge and insight related to their research endeavors from experienced researchers. Meetings include a didactic portion where WVPBRN clinicians can gain better understanding of research principles and technical skills. Providers and community members also offer valuable perspective and insight regarding the implementation and feasibility of practice-based research.

Scope

This document outlines the framework for the Design Studio meeting including the structure and process for investigator(s) seeking support from the WVCTSI Design Studio Team and clinical research partners.

Clarification

All project partners and/or teams should follow their institutional policies and procedures regarding project protocols and Internal Review Board submissions in addition to engaging the Design Studio team.

Definitions

During Design Studio sessions, investigators present their research ideas to experienced investigators either in-person or via teleconference. A didactic portion will be offered on a variety of research-related competencies. Services (in addition to the delivery of prepared didactic presentations) offered by the Design Studio team and contributing partners include:

- Feedback regarding study design and methods
- Sample size discussion
- Statistical analysis considerations
- Endpoint review
- Connections between investigators and communities
- Strategies for result dissemination

Design Studio Team: The team includes the WVPBRN Coordinators and directors, the biostatistician, and other clinical researchers from the Network.

Policy

Project ideas should be submitted to the WVPBRN Coordinator at least 2 weeks prior in order to determine meeting agenda, space availability, and expectations for supporting partners.

Procedures

1. Individual investigators will submit research ideas to the WVPBRN Coordinator for consideration. The WVPBRN Coordinator will ensure that necessary information is complete, properly recorded, and conveyed to the biostatistician and clinical researcher assisting with the session.

Project proposals and/or discussion topics will be limited to a maximum of two per meeting.

2. Once an idea is reviewed by the WVPBRN Coordinator(s) and Directors, and Biostatistician,, the presentation will be added to the Design Studio agenda and disseminated at least 3 days prior to the session.
3. During the meeting, the biostatistician and clinical researcher will deliver project feedback and a didactic portion, which will be recorded and later distributed to attendees and posted on Youtube.
4. The WVPBRN Coordinator will maintain regular communication and project support for partners/attendees as applicable.
5. The Design Studio promotional flyer with the meeting dates and tutorial topics, and any project information will be distributed to social media followers (Facebook & Twitter), listserv email groups, newsletter subscribers, etc.
6. Each year the Design Studio team and partners will select a lead Biostatistician facilitator. In the event the lead biostatistician is unable to attend a meeting, he or she will provide assistance in finding a substitute for that session..

Roles and Responsibilities

1. *Lead Biostatistician Facilitator*: Responsibilities include review of project ideas, offering feedback during the meeting, providing guidance to other active partners, and ensuring meeting agenda is appropriate.

2. *WVPBRN Coordinator*: Responsibilities include scheduling meeting date and time, acting as a WVCTSI point of contact for participants and staff members, promoting the meeting, creating the agenda, recording meeting minutes, reserving and setting up meeting space and/or telecommunication equipment, preparing meeting materials, assisting the coordinator with meeting structure, keeping records of Design Studio general information, and dissemination of meeting materials.

3. *WVPBRN Assistant Director*: Responsibilities include overseeing the development and process of Design Studio meetings and activities, and tracking metrics to evaluate success.

4. The CEO and CRDEB Cores reserve the right to request additional information at any time to aid the review process. Project details shall not be distributed for any use other than communicating with contributing partners and sharing within the CEO and CRDEB Cores and the WVCTSI Design Studio team.

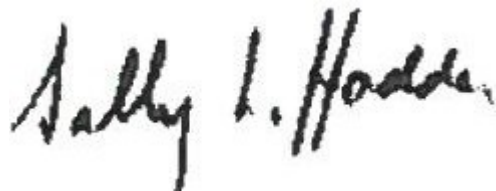
References and Authority

N/A – There are no institutional policies referencing Design Hub, however all project partners and/or teams should follow their institutional policies and procedures regarding project protocols and Internal Review Board submissions in addition to engaging the Design Studio team

Approval and Authority to Proceed

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

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



Approved By

11/01/2020
Date