

## **(6.1) Prioritization of Service Delivery**

### **Overview**

The West Virginia Clinical and Translational Science Institute (WVCTSI) provides a variety of services to investigators and their teams in many biomedical research areas. There are often multiple requests for a given service or resource. To ensure timely and efficient delivery and to clearly manage expectations, service requests provided by the WVCTSI will be prioritized based upon the overall goals and mission of the organization.

### **Purpose**

The purpose of this standard operating procedure (SOP) is to provide reference and guidelines for the procedures and requirements related to the prioritization of service delivery provided by the WVCTSI.

### **Scope**

This SOP applies to all WVCTSI members who request a service or services through the WVCTSI and to those delivering said services.

### **Definition**

**WVCTSI Members** – individuals who complete the official membership form to gain access to services and resources provided by WVCTSI.

# Policy

To be eligible to receive WVCTSI services, individuals must be WVCTSI members. Service requests will be prioritized based on the criteria (listed in order of highest priority to lowest) set forth below.

## **WVCTSI Criteria for Prioritization of requests**

1. Currently funded WVCTSI Pilot Project recipients, WVCTSI Research Scholars, and faculty recruited through or supported by the WVCTSI.
  - a. Investigators who are currently funded from an extramural grant.
  - b. Individuals currently enrolled in the Clinical and Translational Science Masters or PhD programs administered by the WVCTSI.
2. Previously funded WVCTSI Pilot Project recipients, WVCTSI Research Scholars, and WVCTSI faculty recruits, who are now applying for extramural funding.
3. Requests that include an existing funding to support the requested service.
4. WVCTSI members that are currently preparing to apply for research funding and who do not currently have or have never had WVCTSI funding or monetary support.
5. WVCTSI members who do not currently have or have never had WVCTSI funding or monetary support.
6. PhD/MD students/ fellows/ residents who are requesting services related to a project to meet graduate or professional program requirements.
7. External/other requests.

## **Roles and Responsibilities**

The responsibility for interpretation of this policy rests with the Director of WVCTSI.

## 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	4/10/18



4/10/18

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Approved By

Date