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**WEST VIRGINIA  
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE**

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## **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) Education Coordinator will work with the Research Scholars and their mentoring teams on tracking the Research Scholars' progress; facilitating mentoring team meetings; and assisting with the Research Scholars' and their mentoring team needs and concerns.

#### **Scope**

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

#### **Definitions**

**Mentor:** a senior faculty member who will supervise the proposed career development, research proposal, and research process of the Scholar and has active research programs, 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 that is made up of a small group of individuals that includes a primary mentor. The team will play a role in preparation and submission of the Research Scholar application.

**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 for WVCTSI

# Policy

## Procedures

### I. Tracking of WVCTSI Research Scholar/Fellow Progress

Tracking of the progress of WVCTSI Research Scholars will be conducted in multiple formats. The Education Coordinator will work with CTSI leadership to coordinate and document the following information.

#### Obtaining Metrics for Quarterly and Annual Reports

The Education Coordinator will utilize the project management system to obtain updates from WVCTSI-supported Research Scholars and Fellows for the CREMCD quarterly report. Quarterly metrics to be obtained are shown below. Upon receiving the information from the investigator, the metrics and information must be entered into the Qualtrics survey using the link provided in an email sent by the Tracking, Evaluation, and Quality Improvement (TEQuIP) team. In addition to the number, a short narrative with a detailed description must be provided. This information can be gathered from the project management system and uploaded CV.

- # of peer reviewed publications citing the IDeA-CTR
- # of linked peer reviewed publications
- # of abstracts accepted for presentation at professional conferences
- # of proposals for external funding that utilized WVCTSI resources
- # of proposals submitted for external funding awarded
- # of patents submitted
- # of patents approved
- # of workshops attended
- # of honors and awards
- # of educational courses programs enrolled/completed
- Updated CV and or biosketch

#### Mentors quarterly evaluation reports

The mentoring team for each Research Scholar is charged with preparing a quarterly evaluation of the progress of the Research Scholar. Currently, this is provided as a statement in narrative form to supplement the metrics obtained from the Research Scholars themselves.

The Education Coordinator should notify the primary mentor for each Scholar of the deadline by which the report must be submitted to the CREMCD leadership. Upon receiving the report, the CREMCD leadership will work with the Education Coordinator

to determine how the information is to be incorporated into the Qualtrics quarterly report. All information must also be maintained in the raw form by the education 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 education coordinator will update the WVCTSI Research Scholar/Fellow Summary table, as necessary.

### **Annual Renewal of Mentoring Contract**

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

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

The CREMCD chair 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. Documentation of the evaluation shall be maintained in the respective files by the education coordinator. Adjustments to the team and process will be made accordingly.

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

WVCTSI Research Scholars and Fellows will work in conjunction with the education coordinator to schedule and facilitate the regular meetings of WVCTSI Research Scholars and Fellows with their respective mentoring teams. The frequency and timing of these meetings will vary between scholars depending on the mentor/mentee team consensus.

The education 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, an MDTV Videoconferencing Request Form must be submitted through:

<http://its.hsc.wvu.edu/forms-and-requests/mdtv-videoconferencing-request/> in advance of the meeting to ensure both sites are online and supported.

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

Mentors and Research Scholars are asked to utilize the WVCTSI education coordinator to address logistical needs of the group. Serious concerns should be directed to the chair of the Clinical Research Education, Mentoring, and Career Development programs who will work with the WVCTSI Director of Scientific 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**

- Education 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 quarterly reports; updating the WVCTSI Research Scholar/Fellow Summary table; scheduling and facilitating regular core mentoring meetings of WVCTSI Research Scholars/Fellows; and addressing any logistical needs of the Research Scholar/Fellow and the mentoring team/mentors.
- The primary mentor is responsible for preparing a quarterly evaluation of the progress of the Research Scholar.
- CREMCD chair is responsible for evaluating the performance and function of each mentoring team.
- The Research Scholar or Fellow is responsible for preparing the agenda with their primary mentor, note taking during the meetings and provision of minutes following the team meetings.

### **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.

## 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	4/18/2016



Approved By

4/18/16

Date