**Guidelines for VUMC Core/ Shared Resource Oversight**

VUMC Office of Research

**Establish Advisory Committee & Set Meeting Details**

**Date of Review:**

**Location of Review (and/or virtual access link):**

**Committee Membership:**

*Suggested Committee membership:*

* *Major users*
* *Relevant Department Chair or designee (If based in Dept.)*
* *Relevant Center Director or designee (“Home” center director plus support centers (other P30 centers that support their work))*
* *New or junior faculty members*
* *Central Office staff*
* *Susan Meyn and Amy Martinez (VUMC OOR)*

*Other suggested attendees:*

* *Core Director(s), Manager(s), staff*
* *For S10 Home Cores: Members to fulfill S10 reporting requirements*
* *For Cancer Center Cores: Scott Hiebert (Associate director for shared resources, VICC) and Michelle Martin-Pozo (Director of Research and Education Administration, VICC)*

**Prior to Faculty Advisory Committee Meeting**

* Establish point person to record attendance
* Establish point person to record minutes throughout meeting
* Prepare meeting materials. Consider presenting:
	+ “Who we are” & Personnel updates
	+ Financial overview
	+ New services or technology
	+ Achievements (papers, projects, funding)
	+ Rigor, reproducibility, & transparency efforts
	+ Opportunities
	+ Challenges
	+ Results of most recent user survey(s)
* Consider S10 reporting requirements (More information below)
* Prepare grant-ready text (will be posted on OOR website for internal use); Recommend circulating to committee for review ahead of meeting

**Following Faculty Advisory Committee Meeting**

***OOR recommends preparing the following meeting documents:***

**Meeting Minutes (Please establish a point person to record minutes)**

* *Lengthier notes recorded in real-time throughout meeting.*
* *\*Be sure to record attendance\**

**Executive Summary:**

*An organized 1-page summary containing brief descriptions and bulleted items in the categories below.*

* Topics discussed
* Issues raised
* Committee recommendations
* Action items

**Final Meeting Materials:**

* Presentation slide deck
* Handouts

**Finalized Grant-ready Text: *Send to OOR post-meeting for internal sharing***

* Description of Shared Resource facilities, services, functions that will be made available for internal Vanderbilt use via a protected page of the OOR website. (Up to 1 page recommended length)

**Note: Core Advisory Committee also serves as S10 Advisory Committee!**

***Cores that house S10 instruments should also consider the following:***

**S10 equipment**

* Get feedback on S10 instrumentation and reflect in the Executive Summary report
* Check your original application to see your stated S10 committee membership. Include these members in your Core Advisory Meeting.
* Revisit the S10 RFA to review reporting requirements and make sure to cover any topics during the Core Advisory Meeting.

Example from S10 Shared Instrumentation Grant, PAR-21-127: *“List the names and titles of the members of the local Advisory Committee. The membership of this Committee should be broad to balance interests of different users and should include members without conflicts of interest (non-users of the requested instrument) who can resolve disputes, if they arise. The membership of this Committee should include at least one senior institutional official (e.g., Provost for Research, Dean of School, Department Chair) who will represent the financial commitment of the institution. It is recommended that the Advisory Committee includes at least 4 members. Major and other active Users (such as Minor Users) of the instrument may be members, but none may Chair the Advisory Committee. The PD/PI cannot be a voting member of the Advisory Committee. The PD/PI and the Advisory Committee should convene meetings and prepare annual reports on the instrument status. The reports will become part of the Final Research Performance Progress Report (Final RPPR) and the Annual Usage Reports.”*