



## Operating Policies in Advance-CTR CEPBRN

### About Advance-CTR

The [Advance-CTR](#) is supported by an Institutional Development Award for Clinical and Translational Research (IDeA-CTR) from the National Institute of General Medical Sciences (U54GM115677) for the state of Rhode Island. The grant aims to support Rhode Island investigators through funding, research resources and services, and professional development offerings. The goal is to fuel discoveries and collaborations that are responsive to the health priorities of our state's diverse communities.

Based at Brown University, Advance-CTR is a statewide collaboration among the University of Rhode Island, Care New England Health System, Lifespan Corporation, the Providence VA Medical Center, and the Rhode Island Quality Institute (RIQI). One of the main charges of the Advance-CTR Community Engagement and Outreach Core is to create and maintain a Community Engaged Practice Based Research Network (CEPBRN).

### Community Engaged Practice Based Research Network (CEPBRN)

*Mission:* The mission of Advance-CTR's CEPBRN is to support research among researchers, clinics, clinicians, and community organizations that is collaborative and meaningful to all stakeholders.

### Advance-CTR Provides the Following to Participating Organizations (Participants):

1. A vetted and organized channel by which CEPBRN Participants are connected to researchers for CEPBRN projects
2. Consultative expertise for community engaged projects proposed by community organizations or CEPBRN Participants
3. Access to Advance-CTR Research Services, along with Professional Development and Education Offerings
4. Access to a community and network through which best-practices can be shared
5. Opportunity for a researcher associated or affiliated with the Participant to serve as co-Investigator and author on academic manuscripts relating to CEPBRN projects on which they engage

### CEPBRN Steering Committee

One representative from each Participant, who will be selected the relevant Participant, along with the Director and Deputy Director of CEPBRN will comprise the CEPBRN Steering Committee. The CEPBRN Steering Committee review and select projects and connect selected projects to Participants and researchers.

### Project Selection/Approval

Prospective principal investigators (PIs) or their institutions propose projects to the CEPBRN Steering Committee. The CEPBRN Steering Committee will determine whether CEPBRN will engage in the project. If the CEPBRN Steering Committee determines CEPBRN will engage with the Project, each Participant will be given the opportunity to decide if it would like to participate in the specific Project. Engagement in any specific project is voluntary, and a given Participant may choose not to participate. A choice not to participate in a certain project will not impact that Participant's role in the CEPBRN.

### Project Leadership/Operation

The PI of each individual project along with the PI's institution, where applicable, will be responsible for all aspects of the project.

### Staff Responsibilities

#### Advance-CTR CEPBRN Director

The Director is responsible for ensuring that the CEPBRN Steering Committee evaluates proposed projects based on the CEPBRN's mission and other concurrent projects.



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The Director assists Project PIs and Participants with accessing CEPBRN's resources and executing the selected Projects. The Director is responsible for leading regular meetings of the CEPBRN Steering Committee and for the daily administration of the CEPBRN.

#### Advance-CTR CEPBRN Deputy Director

The Deputy Director is responsible for helping the Director oversee the CEPBRN. In this role, the Deputy Director oversees and helps manage relationships, communications, and other CEPBRN activities in collaboration with the Director. The Deputy Director meets with the Director periodically to discuss CEPBRN activities and to provide ongoing input and feedback as needed.

#### CEO Core Project Manager

The Project Manager is the primary support person responsible for day-to-day operations of the CEPBRN.

#### **IRB Approvals**

Project PIs are responsible for submitting and receiving all IRB approvals needed throughout the lifetime of the relevant Projects. Proper documentation including IRB number and approval letter must be provided to Advance-CTR CEPBRN leadership once received by the PI.

#### **Data Ownership**

Data ownership, use, and access will be dictated by the terms of the individual projects, including any research participant consents.

#### **Community Role**

Community organizations or patients that are interested in specific CEPBRN research projects may be involved in developing research questions and study design for those projects. Community organizations may also have the opportunity for their eligible researchers to serve as project PIs depending upon the project.

#### **Dissemination**

PIs and their institutions will share Project results with Participants and others that were involved in the project in accordance with any applicable agreements and consents. PIs and other researchers or institutions as applicable, are required to acknowledge Advance-CTR in all of research publications, websites, and presentations that benefited from any Advance-CTR resources, including CEPBRN.

For Publications (including peer-reviewed manuscripts, review articles, book chapters, books, and abstracts), PIs and other researchers or institutions, as applicable, must do the following:

1. Acknowledge Advance-CTR support in each publication on which the author used the CEPBRN by using the following statement: *"The project described was supported by Institutional Development Award Number U54GM115677 from the National Institute of General Medical Sciences of the National Institutes of Health, which funds Advance Clinical and Translational Research (Advance-CTR). The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health."*
2. Link the publication from PubMed to NIH grant U54GM115677, if applicable.
3. Submit the manuscript to the National Institutes of Health Manuscript Submission (NIHMS) upon acceptance for inclusion and compliance in PubMed Central.

#### **Process for Amending the Operating Policies**

Changes will be made as needed at the discretion of Advance-CTR with consultation of the CEPBRN Steering Committee.