HCSRN Expectations of Members & Governing Board Representatives

This document describes participation by HCSRN member organizations in the key domains below. While it may not be possible for every member to comply with every listed item at all times, we require that members be transparent and forthcoming if they cannot meet one or more expectations for a given period of time. It is understood that changes at the health system or research center, or other factors may affect a member's ability to participate fully in each of these domains at times.

1) ***Required*: Pay for annual membership and one time onboarding fee according to dues and fees set by the Governing Board**

2) ***Required*: Create Data Infrastructure for research, as described below**
   - Identify at least one Site Data Manager (SDM) to work on data infrastructure development, and consistently participate in at least one data area work group
   - Designate and ensure travel support for at least one SDM/analyst to participate in two in-person meetings per year if/when available (Spring Conference & Mid-Year VDW Meeting)
   - Develop, demonstrate, and maintain the ability to rapidly query local data in response to collaboration inquiries; this entails having the capability at a site to run VDW macros against local data, which may be generated by HCSRN other site data managers
   - Based on the Board definition of core[1] data areas of the HCSRN VDW Common Data Model, demonstrate and maintain the ability to map local data to the VDW or compatible data model
   - Participate in data quality control/quality assurance activities as directed including yearly/ ad hoc data table QA
   - Develop and transparently validate specific definition(s) of denominator populations, based on insurance coverage or some other indicator of likely data capture

3) **Expected: Board Governance**
   - Provide a representative for all Board meetings (face to face and by phone), including identification of a designee when the primary Board representative is unavailable
   - Balance the needs of the HCSRN and the needs of your own organization
   - Fulfill periodic requests of Board members, including serving as an information conduit to your faculty as opportunities or arise or information is requested

4) **Expected: Collaboration**
   - Enrich, encourage, and contribute to a culture of collaboration in the HCSRN
   - Support and participate in suitable opportunities to conduct embedded multisite research
   - Respond to pertinent inquiries about collaboration on new research projects
   - Identify an administrative point of contact to facilitate collaboration on multi-site proposals

5) **Expected: Committee and Workgroup Participation**
   - Provide a member to serve on HCSRN ad hoc committees as they are formed
   - Identify designees to contribute to the IRB Workgroup & Research Administrators Forum
   - Encourage research center's faculty and staff to join Scientific Interest Groups that are congruent with their interests

[1] Need to ratify the definition of "core" data areas – recommended: enrollment, census, demographics, vital signs, social history, utilization, pharmacy, and lab; although Census and Tumor may be deemed asf "core" for some sites

- Designate a potential science lead for at least one VDW workgroup once full membership is achieved
- Identify a potential workgroup lead for at least one VDW workgroup within two years of joining the HCSRN

6) Expected: Support HCSRN Annual Conference

- Encourage submissions to the annual conference's call for abstracts
- Encourage conference attendance, especially for early career investigators
- Actively reach out to early career investigators for submissions and conference attendance
- Participate on standing and ad hoc conference committees
- Identify speakers, abstract reviewers, and other enhancements to the conference program

7) Expected: Utilize Research Administration Infrastructure

- Contribute to IRB Workgroup Discussions (monthly)
- Utilize the Smart IRB for all projects utilized a subset of the HCSRN
- Adopt the HCSRN Data Use Agreement and Subcontract templates to expedite collaboration and contracting