

Steering Committee Guidance for NH-INBRE Partners

The NH-INBRE Steering Committee members from our Partners play a critical oversight role in the planning and implementation of the NH-INBRE program. They are the communicators, the problem-solvers, and the creative resource allocators at their Partner institutions. They serve as a key liaison between their Partner institution and the NH-INBRE Administrative and Bioinformatics cores, which they advise on strategic planning and program implementation. The Steering Committee works to fairly allocate NH-INBRE resources at their Partner institutions, and through their efforts, maximize the impact of the NH-INBRE program on their institutions.

The arrangement that has proven most successful at each Partner institution is that the Steering Committee membership will include one individual with a scientific background who is also the Research Support and Training PI and one individual with an administrative background who is usually the Director of the Office of Sponsored Projects.

Duties and Obligations of Steering Committee Members:

1. Activities Within the Partner Institution

- a. Coordinate and oversee the research support and training (RST) activities and budget at their institution. In collaboration with the NH-INBRE Administrative Core, provide administrative and fiscal oversight of the research projects at their Partner institution.
- b. Prepare the Fall and Spring NH-INBRE RST reports for their Partner institution.
- c. Relay information from the Steering Committee and its subcommittees to the participating NH-INBRE faculty, students, and staff at their Partner institution.
- d. Meet regularly with NH-INBRE investigators and non-PI faculty/researchers to discuss and coordinate NH-INBRE related activities at their Partner institution. Work with those faculty members to discuss the allocation of research support and training resources (i.e., support for unspecified students and supplies for research projects).
- e. Help implement NH-INBRE program goals at their Partner institution and respond to institutional challenges and problems that may arise.
- f. Serve as the central communicator for all NH-INBRE activities, educating their institutional leaders about NH-INBRE and its actual and potential impacts at the Partner.
- g. Work with faculty, administrators, and campus leaders at the Partner institution to enhance the institutional research culture and environment for all faculty members and students. This includes encouraging and nurturing future faculty investigators.
- h. Work with the NH-INBRE evaluation personnel from the Dartmouth's Center for Program Design and Evaluation to facilitate internal program evaluation and assessment at the Partner institution. In collaboration with the NH-INBRE Administrative Core, work with the external evaluation committees as needed. Participate in the NH-INBRE internal evaluation interviews.
- i. Actively oversee the grant administration and compliance necessary to successfully manage National Institutes of Health sponsored projects.

- j. Collaborate with the NH-INBRE Administrative Core to provide the Investigators at the Partner institution with opportunities to seek out and successfully secure external research funding.
- k. Help the Partner institution to use NH-INBRE to develop sustainable sponsored research and research training programs. This includes serving as an advocate for the institutional support and resources necessary to continue sponsored projects that advance original biomedical research and research training.

2. Activities Across the Statewide NH-INBRE Network

- a. Assist the NH-INBRE Administrative Core in defining and implementing the program goals outlined in the original program application.
- b. In collaboration with the NH-INBRE Administrative and Bioinformatics Cores, oversee the development of research and research support and training activities for the NH-INBRE network.
- c. Represent their Partner institution at Steering Committee meetings, retreats, and the NH-INBRE annual meeting. Actively participate in the development and implementation of Steering Committee plans and policies.
- d. Present concerns of their Partner institution to the Steering Committee and NH-INBRE administrative core.
- e. Communicate with other Steering Committee members about institutional strategies, long-range planning, and coordinate multi-Partner initiatives and activities. Collaborate to share ideas and resources that promote research and research support and training program efficiencies and best practices.
- f. Represent their Partner institution and the statewide NH-INBRE network at state, regional, and national meetings and conferences.