

Site-Based Research Charter

Duke University School of Medicine



DUKE UNIVERSITY SCHOOL OF MEDICINE

Name of SBR: **CFM SBR**

Date: **March 25, 2011**

SBR Director Signature: _____

Unit Head Signature: _____

NOTE: Example or explanatory text in italics may be deleted.

1. Scope of Research within the SBR:

(Please list the division, department or sub-specialties/therapeutic areas of research that will be included in SBR. If applicable, address any common or frequent areas of overlap between the SBRs.)

The CFM Site-Based Research Group is comprised Department of Community and Family Medicine and the DCCR. It will commence operation, in its modified form outlined below, on August 1, 2009.

The CFM SBR research portfolio includes primary care research, public health and population health research, community health research, and health services research. Projects under the auspices of the CFM SBR include only those led by a CFM faculty member.

2. Key Personnel:

Director Patricia Moorman

SBR Manager – Research Practices Eang King

SBR Manager – Financial Practices Clifford Bailin

Other

3. Define Clusters & Leadership within Clusters;

May use text or attach and organization chart.

1. Community & Family Medicine

- a. ***Community Health Clinical Informatics & Research** – Michelle Lyn, Truls Ostbye, Mina Silberberg (faculty leads), Rebecca Brouwer, Meghan Mayhew(lead coordinators), Marcie Fuson (financial manager)
- b. **Family Medicine Research** – Devdutta “Dev” Sangvai (faculty lead), Diane Spell (financial manager)
- c. **Physician Assistant Research** – Justine Strand (faculty lead), Allison Cain (lead coordinator and financial manager)
- d. **Occupational and Environmental Epidemiology** – John Dement (lead faculty), Kristie Wicker (lead coordinator), Jim Lassiter (financial manager)
- e. **Physical Therapy** – Pamela Duncan (lead faculty), Sarah Hayden (lead coordinator), Brenetta Tate (financial manager)
- f. **Prevention** – Patricia Moorman (faculty lead), Emily Newkirk (lead coordinator, Cancer Ctr employee), Gloria Bass (financial manager, Cancer Ctr employee)



- g. **Diet and Fitness Center** – Howard Eisenson (lead faculty),
- h. **DCCR** – Michelle Lyn (faculty lead), Eang King (lead coordinator), Marcie Fuson (financial manager)

**The division of Community Health Clinical Informatics & Research is a merger of the following divisions: Chronic Disease Epidemiology, Clinical Informatics and Community Health.*

4. **Faculty Advisory Board**

Composition: *(List of membership, frequency of Board meetings, term of members, define how membership will be chosen or appointed)*

Composition: Membership is composed of all lead faculty; meetings will take monthly in the combined CFM SBR / SFM Research Committee Meetings on the first Tuesday of every month. Members are appointed by the CFM Chair.

Function: *(Please define how studies will be evaluated and how selection decisions will be made.)*

The FAB reviews information from the lead SBR meetings, research portfolio, personnel and training reports, and financial reports for the CFM SBR. Each division evaluates and decides, with decision-making assistance provided by the SBR, as needed, the research studies to be conducted within their group. The CFM SBR administrative group is informed of any projects that are in submission to the IRB and/or external funding sponsors for the project database. The key personnel of the CFM SBR reviews the projects submitted by each CFM Division to identify/advise on any potential conflicts with other projects within the CFM SBR.

5. **SBR Governance and Financial Plan:**

Please describe who the SBR reports to (to whom the SBR is ultimately accountable) and which organization(s) provide the backstop for the SBR. [If more than one organization provides the backstop for the SBR, ensure that a memorandum of understanding (MOU) has been drafted.]

Please describe sources of funding for SBR and method of allocation of SBR fixed costs to studies.

What happens to Margins & Deficits?

The CFM SBR reports to its constituents. Each Division or other unit within the CFM SBR provides the financial backstop for their projects, as indicated by the projects' BFR codes. Administrative overhead will be funded by CFM and DCCR and the CFM SBR will develop an annual budget. A process for determining each CFM Division's contribution to the CFM SBR administrative overhead for subsequent years will be determined during the first year. Factors determining the overhead allocation may include headcount, number of projects, and project revenue. The CFM SBR will also monitor the financial performance of its assigned projects.



6. SBR Stakeholders:

Please list the SBR Stakeholders, which could include departments, centers, institutes, CSUs and schools. The number of stakeholders involves those units typically participating in or being impacted by the research conducted by CFM SBR investigators. The following list is not meant to be exhaustive.

7. Communication Plan:

Please describe how information about the SBR will be actively communicated to SBR faculty and staff.

- Website – CFM SBR website as part of CFM website
- Meetings – faculty, coordinators, financial staff (monthly) participate in combined CFM SBR / Research Committee Meeting (monthly meetings)
- Newsletter – link to website with monthly updates
- Email alerts and invitations to lead faculty, coordinators, and financial managers
- Dissemination of relevant information at the monthly CFM Administrative Council and CFM Executive Council meetings.
- Wiki collaborative website through DTMI/DCCR (possible future plan)



4. (Continued) Insert Organization Chart:

A large, empty rectangular box intended for the insertion of an organization chart.