

Core Administrators Network – Coordinating Committee (CAN-CC)

Members:

- Paula Turpen (co-chair), University of Nebraska Medical Center
- Susan Meyn (co-chair), Vanderbilt University Medical Center
- Phil Hockberger, Northwestern University
- Connie Nicklin, University of Florida ICBR
- Diane Tabarini, Memorial Sloan Kettering Cancer Center
- Julie Auger, University of California, San Francisco
- Karen Jonscher (EB liaison), University of Colorado-Denver
- George Grills (EB liaison), Cornell University

History and mission:

The CAN-CC was established in the Fall of 2010, with a mission to facilitate interaction between core scientists and administrators and to facilitate networking among core administrators. The committee's mission is based on the understanding that research core facilities exist at the interface of the administrative, financial and scientific sectors of a research organization. Many institutions have established administrative positions designed to assist core facilities with management of economic, regulatory and performance issues. The CAN-CC focuses on facilitating discussion of issues faced by core administrators. A major goal of the CAN-CC is to create a community for core administrators within the framework of the ABRF.

Accomplishments, current and future activities:

- The CAN-CC worked with then ABRF President Michelle Detwiler to compile the first **database of core administrators**, and create a **CAN-CC webpage** (<http://www.abrf.org/index.cfm/group.show/CoreAdministratorsCommittee.69.htm>) and a specific **discussion forum for core administrators** (<http://www.abrf.org/index.cfm/list.home/cancc.htm>) Both of these resources are hosted on the ABRF main site.
- The CAN-CC has defined specific aims for a long-term project to examine **models of core administration and management with an eye toward creating a set of references, procedures and best practices that can help any administrator engaged in core facility management and oversight**. Our primary method will be a series of surveys; now in progress with data collected from over 170 respondents.
- **Specific Aims:**

Specific Aim 1: Develop a database of core administrators

This database will function as a networking tool and resource for core administrators. Data collected will focus on demographic information, and may include information about the

respondents region, professional position/responsibilities, reports, type of institution, and whether engaged in centralized, decentralized or no specific model of institutional core management. This data will form the basis for work on Aim 2. To date, the database contains contact information for more than 240 individuals interested in issues relating to research core facility management and administration.

Specific Aim 2: Identify and describe core management model systems

This aim will focus on interpreting data obtained from Aim 1, augmented by additional metrics, revised survey or RFI data. There will also be a focus on common elements or approaches that can translate across geographic, institutional and model system boundaries. Results from this work will emphasize a life sciences research scope (as opposed to a strictly biomedical focus); compare methods for cost recovery and approaches to institutional subsidies; contrast management of cores or core-type services offered at medical schools vs. non-profits vs. commercial entities; and study the pros and cons of different models for core management. Our survey revealed elements common to a majority of core facilities as well as a diversity of roles played by core administrators. These common elements will provide a basis for identifying best practices for the toolkit envisioned in Aim 3.

Specific Aim 3: Identify, collect and describe tools for core administration

This aim will focus on creating a toolkit for core administrators and managers, including methods and metrics for evaluating core performance; tracking publications and grants that utilize core services; and compare LIMS and specific data management tools. The goal is to provide support for all levels of core administration, from the centralized administrator to the core manager going at it alone with little or no institutional support.

- The CAN-CC **supports the goals of the ABRF and facilitates the activities of the ABRF President**, Tony Yeung, by sharing information collected from core leaders, administrators, and directors regarding public policy related to core facility management. For example, the committee included specific questions regarding the dissolution of **NCCR** in their recent data collection survey, and shared preliminary findings from that survey with the ABRF leadership. The CAN-CC was also among the groups who met with Tony Yeung in preparation for his meetings with NIH leaders. The CAN-CC strongly supports ABRF efforts to fill the gap in focus on core facilities that will be left by the NIH reorganization.
- The committee continues to **increase the visibility of the CAN-CC (and consequently the ABRF)** through communications on the Core Administrators Network discussion forum and through LinkedIn groups, personal communications with other core administrators and interested ABRF members, and involvement in ABRF chapters. CAN-CC plans to submit posters at the upcoming NERLSCD and MWACD meetings, to highlight the mission of the Core Administrators Network and to present preliminary data from the ongoing survey. To this end, Julie Auger, representing the West Coast Association of Shared Resource Directors (WCASRD) was invited to become the 6th member of the CAN-CC.
- The CAN-CC will **host a roundtable session at the ABRF 2012** meeting in Orlando, titled Models for Core Management and Administration: Perspectives from members for the Core Administrators Network. . Panelists will be asked to dig deeper into the models of core oversight, management,

support and development at their respective organizations highlighting practices and tools that have been of benefit as well as issues that remain troublesome.

- The CAN-CC will also hold an informal face-to-face meeting immediately after the round table session to network with interested ABRF attendees. This will also serve as a mechanism to gain feedback and help the CAN_CC plan future activities.
- The CAN-CC seeks to expand its activities to **allow for increased participation in the Core Administrators Network** and to harness the energy and interest the committee members have encountered through their interactions with core administrators in the ABRF and other research communities. The committee plans to **identify specific areas of focus for subcommittees** within the CAN-CC during and following the ABRF 2012 meeting, with the goal of creating one or more subcommittees with different areas of focus over the course of 2012. This effort may also facilitate efforts to increase the membership of the ABRF.
- Lastly, the CAN-CC looks to the EB for guidance as to the appropriate process for transitioning committee chair leadership.

Regional CAN-CC meetings:

- The establishment and activities of **the CAN-CC has simulated the establishment of the NY-Core Administration Network (NY-CAN) meeting, a regional meeting of core administrators.**
 - a. This is a quarterly meeting of centralized core administrators from institutions located in NY State. There have been two meetings so far, the first at NYU and the last one at Rockefeller University. The meeting content has been a group effort, but Sheenah Mische from NYU has been the key organizer of this meeting. The meeting format is an informal 3-5 hour roundtable discussion by all the participating centralized core administrators, moderated by the host institution's administrator.
 - b. Regular participants in the NY-CAN meetings includes centralized core administrators from 8 institutions, including Sheenah Mische and Carol Curchoe, NYU School of Medicine, Amy Wilkerson, Rockefeller University, Diane Tabarini, Memorial Sloan-Kettering Cancer Center, Sadie Maloof, Columbia University, Amy Myers, Albert Einstein College of Medicine, Reginald Miller, Mt. Sinai School of Medicine, William Palumbo, Academy of Medical Development and Collaboration (AMDeC), and George Grills, Cornell University.
 - c. Regional networking and centralized core administration issues are discussed at this meeting, including proposal for activities that could be done collaboratively with various ABRF committees. Topics of discussion have included the Science Exchange, AMDeC's F.I.R.S.T. and other AMDeC activities that impact the cores in the NY region, the relationship of academic cores to the large-scale NY Genome Center that is being established with the support of many institutions in the region, experience of core administrators at formally centralizing core management and at moving forward infrastructure development, core involvement in educational outreach activities, comparison of core staff career development opportunities at different institutions, establishing a regional genomics core next generation sequencing "open lane" listserv, external review of cores, benchmarking of core services and prices, how to assure acknowledgement of cores and core staff/directors in publications and grant proposals, how to

track the publications and grants supported and enabled by cores, and core facility emergency response/emergency preparedness plans.

- d. A NY-CAN meeting was held Nov. 9, 2011, at Cornell University, as a satellite event of the Northeast Regional Life Sciences Core Directors (NERLSCD) 2011 meeting. This NY-CAN meeting included centralized core administrators from 11 institutions in NY State and 5 institutions located in 4 other states in the Northeast region.