

CTSA Program Pod Quick-Reference Guide

What is a Pod?

A “Pod” is a subgroup representing five to six CTSA Program hubs that is led by the “Pod Lead,” a current member of the CTSA Steering Committee (SC). Pod members consist of each hub’s primary PI (required) and the hub Administrator (optional). Pod groupings may vary year-by-year to reflect rotation of SC membership. Current pod assignments can be found on the [CTSA SC Pod webpage](#).

Why do we have Pods?

The primary purpose of the Pod structure is to facilitate bi-directional communication between NCATS, the SC, and the local hubs. The Pod Lead communicates updates, activities, and important information from NCATS and the SC directly to their respective Pods. At the same time, Pod members have a dedicated forum to voice concerns or suggestions, ask questions, and relay local issues to NCATS and the SC via the Pod Lead.

When do Pods meet?

Pods connect at least once every two months via teleconference. The Pod Lead sets the cadence and agenda for each meeting. Topics range from CTSA Program updates to targeted discussions on topics of special interest to hub-level feedback, questions, and concerns.

How do Pods communicate?

Pods communicate meeting summaries, feedback, and questions to NCATS and the SC using the [Pod Submission Form](#) on the CTSA Program SC Pod webpage. Following each Pod meeting, the Pod Lead submits meeting notes containing a summary of items reviewed and/or discussed during the meeting. The Pod Lead can also submit questions, share ideas, respond to requests for information, and provide other feedback via the Pod Submission Form.

Detailed information on how to complete Pod Submissions can be found in the [Pod Submissions SOP](#).

What happens to Pod submissions?

The SC reviews Pod submissions during the second SC meeting of the month. Pod reports must be submitted no later than one week prior to the second SC meeting to be included in that month’s review. Additional materials, such as meeting notes referencing relevant SC discussions, may also be appended to Pod submissions.

All submissions are posted under the [Pod Submissions](#) section of the SC Pod webpage and are made available to the CTSA consortium and broader community.

Where can I get more information?

More information can be found under the [Pod Resources](#) section of the SC Pod webpage. Please also refer to Section 3.1 “Program Pod Leadership” of the CTSA Program Steering Committee [Roles & Responsibilities](#) document for detailed information about the Pods.

Important links and documents:

- NCATS CTSA Program website: <https://ncats.nih.gov/ctsa>
- Center for Leading Innovation & Collaboration (CLIC) CTSA Program website: <https://clic-ctsa.org/index.php/>
- Steering Committee webpage: <https://clic-ctsa.org/index.php/groups/steering-committee>
 - Steering Committee Roles & Responsibilities
- Steering Committee Pod webpage: <https://clic-ctsa.org/index.php/groups/steering-committee/pods>
 - [Pod Submission Form](#)
 - [Pod Submissions](#)
 - [Pod Submissions SOP](#)