

Working Group Proposal Questions Updated

- Title
- Is this Working Group Sponsored by an Enterprise Committee (EC)? - *If yes, a letter of support from the lead team will need to be uploaded as a PDF.*
- Provide the background or rationale for this WG
- How does this WG proposal differ from or complement current efforts?
- What is the purpose for this WG?
- What are the Goals for this WG? - *Multiple goals can be listed*
- What are the deliverables for this WG? - *Multiple deliverables can be listed*
- What is the expected impact of this WG?
- List all proposed members names and hubs and/or plan to solicit members
- Timeline – *you will be able to list each timeline activity and select which quarter it will be completed in.*
- What are the sunset criteria?
- List specific expertise needed to accomplish the goals of the WG

Support

- Agree

support given to all WG

Meeting Coordination

- Zoom meeting set up and maintenance
- Agenda building and request for topics
- Agenda building and distribution
- Record meeting notes and attendance
- Post meeting materials to CLIC website
- Action item follow up

Collaborative Digital Workspace (Google Drive)

- Organization, maintenance and upkeep support

WG Listserv

- Maintenance and upkeep

Additional Support Resources

- Survey Design/Implementation Support

- Professional Manuscript Proofreading
- Manuscript Publication Charge Reimbursement

Additional TIN Resources

- E2E/EE2 – Need help designing a study that includes both efficacy and effectiveness endpoints?
 - RIC Toolbox – Need resources and tools to assist with study recruitment and retention? See what CTSAAs are contributing
 - Research Match and Trials Today – Need to access and engage interested volunteers?
 - Recruitment and Retention plans – Need help thinking about identification, recruitment and retention during study development?
 - TIN Collaboration Webinars – Interested in sharing or learning about multicenter products, tools or processes?
 - Single IRB resources – Need support for single IRB review?
 - Standard Agreements – Need contracting templates that satisfy most CTSA industry and federal subaward agreement terms?
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- Is this a continuation from a Discussion Forum or Working Group?
 - If yes, please describe previous activities including but not limited to results of previous deliverables.
 - Authors name and email (if not submitter)