Building Strong Internal Advisory Committees (IAC) and Program Steering Committees (PSC) to Achieve U54 Objectives: The Chicago CHEC Experience

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Partnerships to Advance Cancer Health Equity (PACHE)
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Issues for Discussion:

- **Describe the role of the IAC in the internal activities of the U54.**

- **Describe the role and challenges of the IAC in monitoring/assessing the research projects.**

- **Discuss best practices, lessons learned and potential solutions for IAC challenges.**

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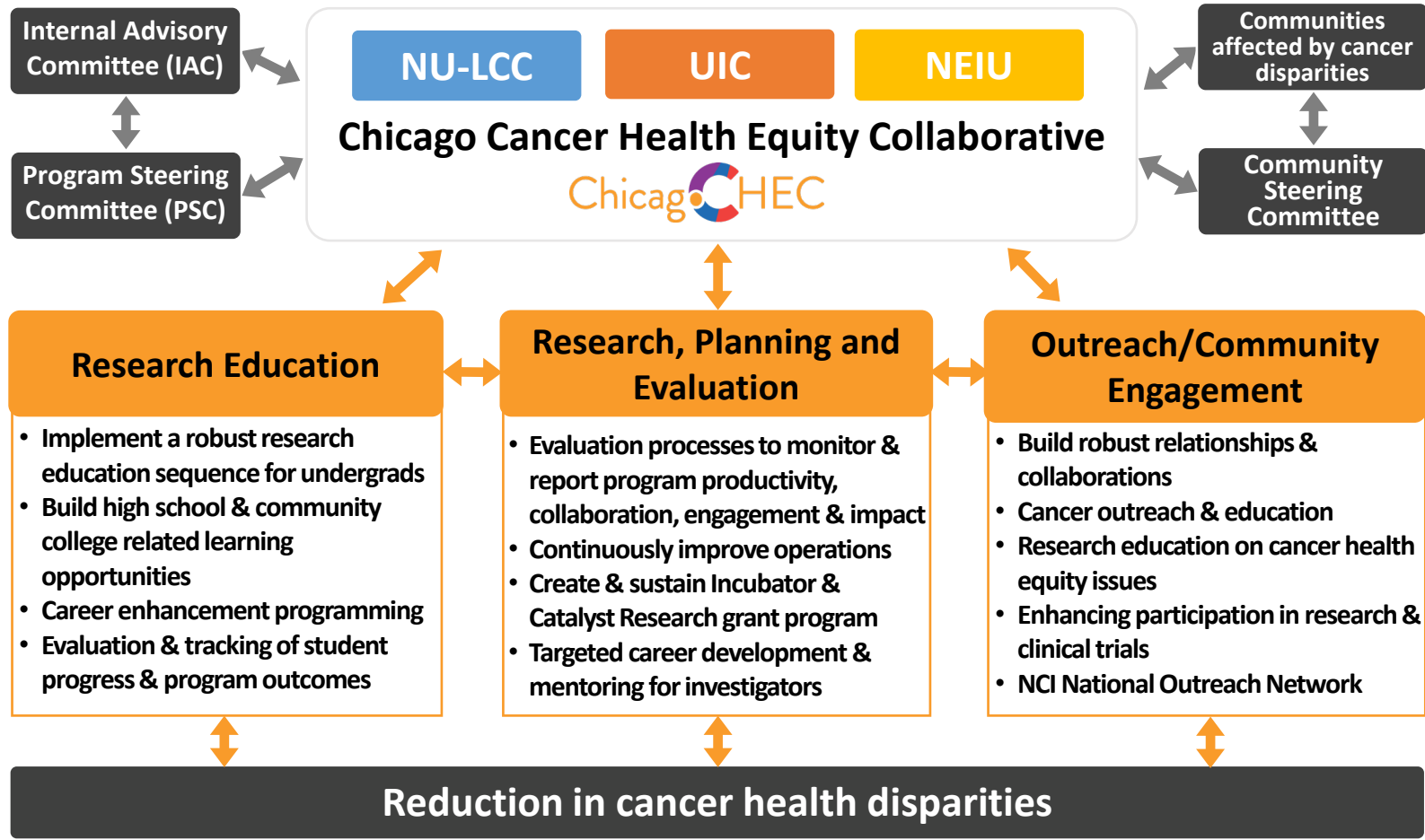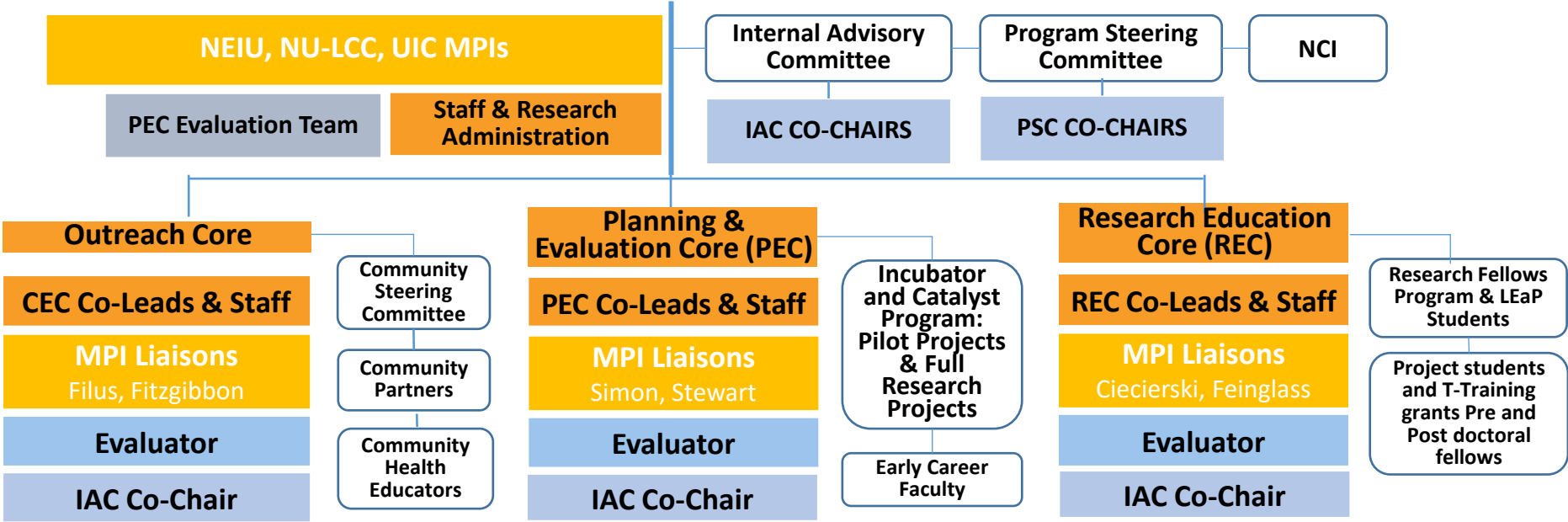University of Illinois at Chicago

U54 Partnership

CHEC Internal Advisory Committee (IAC)

Overall role of the Chicago CHEC IAC is to ensure that the goals are being met by:

1. Approving changes to the partnership MPIs, Core co-leads and PSC members.

2. Participate in review and selection of proposed pilot and full projects and new shared resource cores.

3. Review the funded research project proposals and recommend funding and where needed changes in implementation or termination if projects fail to move forward after recommended changes are made.

4. Following the CHEC conflict resolution protocol assess and mediate conflicts that may arise.

5. Prepare, based on reports from the MPIs, Core Leaders and research liaisons, an annual report for the PSC and review the response to the PSC review to the NCI Program Leadership.

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RELATIONSHIP OF IAC TO CORES AND RESEARCH PROJECTS

NEIU, NU-LCC, UIC MPIs

Internal Advisory Committee

Program Steering Committee

NCI

PEC Evaluation Team

Staff & Research Administration

IAC CO-CHAIRS

PSC CO-CHAIRS

Outreach Core

CEC Co-Leads & Staff

MPI Liaisons
Filus, Fitzgibbon

Evaluator

IAC Co-Chair

Community Steering Committee

Community Partners

Community Health Educators

Planning & Evaluation Core (PEC)

PEC Co-Leads & Staff

MPI Liaisons
Simon, Stewart

Evaluator

IAC Co-Chair

Incubator and Catalyst Program: Pilot Projects & Full Research Projects

Early Career Faculty

Research Education Core (REC)

REC Co-Leads & Staff

MPI Liaisons
Ciecierski, Feinglass

Evaluator

IAC Co-Chair

Research Fellows Program & LEaP Students

Project students and T-Training grants Pre and Post doctoral fellows

IAC MEMBERSHIP

The IAC is led by three Co-Chairs, one from each partner institution.

1. Each co-chair is responsible for monitoring one core. All three are available to the Administrative Core. Because I have the time, I attend the bi-weekly Administrative core.

2. Bi-monthly all-core meetings are attended by the three co-chairs.

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IAC MEMBERSHIP

The IAC also includes three Research Liaisons, one from each institution. Each new project has its own mentor. Those whose projects are complete rotate off the IAC.

1. Each liaison is assigned to one project providing guidance and evaluating progress.

2. They lead quarterly project check-ins during which the meeting investigators discus progress with administrative staff and relevant core personnel.

3. They hold one meeting with the IAC to review the projects.

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IAC MEMBERSHIP

Three institutional leadership liaisons join the annual meeting with the PSC, MPIs, IAC co-chairs and NCI Staff to maximize to maximize each institution's support to its MPI and research program.

They also participate in recruitment of faculty at their respective institutions.

CHEC IAC MEETING STRUCTURE

Formal meetings of the IAC occur quarterly. Three of these meetings are virtual; the format of the fourth meeting is determined by the format of the annual PSC meeting.

- One meeting is held with the Research Liaisons following their annual reviews of the projects.

- Two are held with the evaluation section of the PEC to monitor and discuss evaluation results of the Core activities to be used in monitoring on-going activities and in preparation of the annual report to the PCS and NCI program managers.

- The IAC co-chairs join the meeting with leadership liaisons and PSC when they meet with the Institutional Leadership during the annual PSC meeting

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IAC CHALLENGES

The initial Round of pilot and full research projects were reviewed the IAC co-chairs andIAC members, senior faculty who were assigned to monitor cores and projects.   Some IAC members were also aked to monitor the research projects. However.

- Areas of expertise of these IAC members were often not relevant to the research issues of the project.

- Monitoring was infrequent and there was no formal evaluation routine and format.

- A formal check-in was established. Research Liaisons were identified and joined as rotating members whose terms expired at the project's end.

- Research Liaisons hold quarterly meetings with each project's staff and are attended by MPIs relevant core leadership, staff to the PEC and an IAC co-chair. A set of about six or seven issues relevant to the project provide structure for the review.

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IAC BEST PRACTICES

- IAC leaders need to have experience in understanding consortia research programs and related administrative issues. They also need to be committed and have the time to serve.

- Research development at a teaching institution must fit in a different academic structure than research at a research university. This is important as outcomes are assessed.

- IAC leaders really need to understand all the key activities required of the collaboration and how the required elements need to interact effectively.

- IAC co-chairs need to meet often with the evaluation team and become familiar with the logic models and expected outcomes from each core and research project.

- It is important to interact and ensure that data collected yields data on logic model outcomes and that such data are also discussed with the relevant cores.

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Thank You!

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