
ABRF2011 New Chairs' Orientation Meeting

Duties of a Research
Group/Committee Chair

Primary Chair Responsibilities

The position of RG/Comm chair is an important one with serious responsibilities

List of responsibilities:

1. Managing RG study/Comm efforts
2. Managing RG/Comm budgets
3. Maintain and update RG/Comm web page
4. Managing presentation of RG at ABRF
5. Ensuring a final publication for the study

The Chair is a Team Leader

- Organizes the group's efforts – does not do everything!!!
- Sets the agenda, conference calls – reminders
- Guides the discussion and ensures all points of view are heard. Maneuvers the group towards consensus and determines if/when consensus has been reached.
- Minutes from conference calls are strongly encouraged. These can be sent to EB liaison for archival.
- Responsible for the organization, analysis and completion of the study, including publication.
- Encourage RG participation in ABRF meeting
 - RG presentation, Tutorial, Round table, Scientific Session, Meeting Organizer, Satellite Educational Workshop

Policies

- Be familiar with the RG or Comm Handbook, ABRF Bylaws, Vendor Support of RG Studies document
 - Research Group and Committee Guidelines
 - http://www.abrf.org/index.cfm/page/bylaws/RG_Com_guidelines.htm

ABRF RESEARCH GROUP HANDBOOK

A Description of the Purpose and Responsibilities of the Research Groups and the Interpretation of their Experimental Results

Table of Contents

Introduction.....	3
Operating Guidelines.....	4
A. Purpose of the Research Groups.....	4
B. Participation.....	4
B.1 Participation in the Research Groups.....	4
B.1.1 Selection of New Members.....	4
B.1.2 Ad Hoc Members.....	5
B.2 Participation of the Executive Board in Research Groups.....	5
B.3 Participation in the Studies.....	5
C. Duties and Responsibilities of Individuals.....	6
C.1 Research Group Members.....	6
C.2 Conflict of Interest.....	6
C.3 Chair of Research Group.....	6
C.4 Executive Board Members.....	7
C.4.1 Specific Duties of the Executive Board with Regard to the Research Groups.....	7
D. Duties and Responsibilities of the Research Groups.....	8
D.1 Planning the Study.....	8
D.2 Submitting the Proposal.....	9
D.3 Testing the Sample.....	9
D.4 Requesting Participation.....	9
D.5 Anonymity.....	10
D.6 Evaluation and Interpretation of Results.....	10
D.7 Presentations, Abstracts and Publication.....	11
D.8 Publication of Written Updates.....	11
D.9 Participation in the Annual ABRF Meeting.....	11
D.10 Impartiality with regard to Commercial Concerns.....	12
E. General Issues.....	12
E.1 Budget.....	12
E.2 Timeline.....	12
E.3 Phone Call Reimbursement.....	12
E.4 Conflict of Interest.....	13
E.5 Distribution of ABRF Samples to and Use of Data by Study Participants.....	13

RG Handbook 2010

E.5.1 Sample Requests.....	13
E.5.2 Recommended Use and Release of ABRF Unknown Test Sample Results.....	13
E.5.2.a Confidentiality.....	14
E.5.2.b Publishing or Distributing Data.....	14
E.6 Commercializing samples or results from ABRF studies.....	15
F. Due Process.....	15
F.1 Removing a Research Group Member.....	15
F.2 Removing an Executive Board Liaison.....	15
F.3 Differences of Opinion between the Executive Board and the Research Group.....	16
F.4 Dissolution of a Research Group.....	16
F.4.1 Dissolution By vote of the Research Group.....	16
F.4.2 Dissolution By action of the Executive Board.....	16
F.5 Establishment of a New Research Group.....	16
G. Degree of Autonomy.....	17

Research Group Study Participation Guidelines

Academics, contract research organizations, corporate sponsors and manufacturers (herein referred to as vendors) are encouraged to participate fully in ABRF RG studies.

Individuals, including vendors, who accept samples from ABRF are expected to comply with the following specific recommendations designed to protect the confidentiality of the study and to minimize inappropriate or misleading advertisements:

Confidentiality: Vendors and other study participants should not release any characteristics of an ABRF sample to outside parties prior to public disclosure of these characteristics by ABRF. Disclosure by ABRF is defined as public release of the nature of the unknown, generally at a national meeting or by distributing reprints or other documentation to members and the scientific community.

Publishing or distributing data: After disclosure of sample characteristics by ABRF, vendors and other study participants may publish or distribute data from their analyses on ABRF samples if they wish. Appropriate uses include tutorials, user bulletins, letters to customers or users, advertisements and other distributions related to marketing, research, or education of customers or users. It is expected that all participants who use and distribute data derived from ABRF samples will comply with the following restrictions:

- An ABRF Research Group study is not a competition and under no circumstances should it be referred to as such. Words and phrasing that imply a competition – such as ‘winner,’ ‘best of,’ etc. are strictly forbidden. We suggest referring to the purpose of the study as “benchmarking”.
- Individual performance relative to the anticipated answer is acceptable, but should not be directly compared to the performance of other participants. Comparisons to ABRF data should also specifically emphasize that many factors will affect analytical results (for example, the data obtained in a company’s R & D lab may exceed feasible expectations for an “average” resource or research facility under routine conditions) and that other participating laboratories may not have the same goals for the desired outcome (i.e., may be training new laboratory members or trying out new techniques).
- Representations and publications should fairly emphasize differences between any data comparisons. For example, instrument reliability may not be concluded by comparing instruments in the field with an average age of 5 years with a participant’s run on a new instrument.
- Any comparisons to ABRF data derived from resource or research facilities analyzing samples as unknowns should prominently indicate: the number of samples the participant received, the number of runs performed by the participant, and whether the actual characteristics of the sample were known by the participant at the time the participant’s analysis was performed.
- Publications should contain a disclaimer stating that ABRF prepared and provided the sample to all participants, does not endorse any specific manufacturer, instrument or laboratory.
- Vendors and study participants are required to distribute potential publications to the RG for comments regarding compliance with these guidelines.

Commercializing samples or results of ABRF studies: The ABRF brand will remain associated with any commercial product that may result from the collaboration between an RG and a vendor, even if intellectual property is sought by the corporate donor.

Recipient: We recommend that this document be distributed to any appropriate marketing and senior personnel in the company or institution to ensure compliance. A copy of this document, Research Group Study Participation Guidelines, can be found on the ABRF website, www.abrf.org, under the Forms and Documents menu.

Research Group Study Participation Guidelines 2010

Note to Vendors and Commercial Service Labs Providing Support for ABRF Research Group Studies

ABRF Research Group (RG) Studies are conducted for the benefit of our members and the field at large. The studies help our members evaluate their technical level relative to their colleagues, provide education in techniques and strategies to which they normally might not be exposed, and give an overview of the current capabilities of the “average” laboratory in carrying out a challenging analysis.

The ABRF welcomes and appreciates any support that vendors and commercial laboratories are willing to provide for ABRF RG studies. In order to help ABRF maintain its reputation as an unbiased and scientifically independent organization, ABRF asks that you please read the following guidelines:

- The RG will maintain scientific autonomy in the origination, formulation, execution, interpretation, and publication of its study.
- Primary data from the study remains confidential with the RG. The corporate donor will have access to data placed in the public domain.
- If the corporate donor cites the ABRF RG study and its conclusions in its marketing, the corporate donor agrees to also indicate that the collaboration does not imply ABRF endorsement of the corporate donor.
- The ABRF brand will remain associated with any commercial product that may result from the collaboration, even if intellectual property is sought by the corporate donor.
- Vendors are strongly encouraged to distribute potential publications to the ABRF Executive Board and RG Chairperson for comments regarding compliance with these Guidelines.

Recipient: We recommend that this document be distributed to the appropriate marketing and senior personnel in the company to ensure compliance. A copy of this document (Vendor ABRF Study Participation Corporate RG Support Guidelines.pdf) can be found at www.abrf.org under the Forms and Documents menu.

Once again, ABRF wishes to thank you for your support of its Research Groups and also for your help in maintaining the reputation of ABRF as unbiased and scientifically independent!

Vendor Support of RG Studies 2010

ABRF COMMITTEE HANDBOOK

A Description of the Purpose and Responsibilities of the Society Committees

Table of Contents

Introduction.....	2
A. Purpose of the Committees.....	2
B. Participation.....	2
B.1 Participation in the Committees.....	2
B.1.1 Selection of New Members.....	3
B.2 Participation of the Executive Board in Committees.....	3
C. Duties and Responsibilities of Individuals.....	4
C.1 Committee Members.....	4
C.2 Conflict of Interest.....	4
C.3 Chair of Committee.....	4
C.4 Executive Board Members.....	5
C.4.1 Specific Duties of the Executive Board with Regard to the Committees.....	5
D. General Issues.....	6
D.1 Impartiality with regard to Commercial Concerns.....	6
D.2 Budget.....	6
D.3 Phone Call Reimbursement.....	6
D.4 Conflict of Interest.....	6
E. Due Process.....	6
E.1 Removing a Committee Member.....	6
E.2 Removing an Executive Board Liaison.....	7
E.3 Differences of Opinion between the Executive Board and the Committee.....	7
E.4 Dissolution of a Committee.....	7
E.5 Establishment of a New Committee.....	7
F. Degree of Autonomy.....	8

Original: Greg Grant. Edited by Tom Andersen, Lynda Bonewald (1999), Laurey Steinke (2001), David Friedman and Karen Jonscher (2010).

Committee Handbook 2010

Management of Personnel

- Turnover – 3 year term of service – **will need to reapply for a second term** – some committees have alternative terms
- Ad Hoc – “institutional memory”, not recommended
- Performance – member of the RG/Comm should be actively involved in the research study or work of the committee
- Co-Chairs – up to RG – but not recommended
- **Send news to EB liaison for posting on the website/newsletter – awards, papers published, etc**

Identifying potential RG/Comm candidates

- Asking the EB, other Chairs and ABRF members for advice.
- Posting a note on the ABRF list server.
- Placing a note in JBT or newsletter
- Asking the ABRF Business Office to send an email (abrf@abrf.org)
- Adding a note on the ABRF web home page.
- ABRF meeting!

Inviting someone to join your RG/Comm

- Direct them to your website containing the RG/Comm Mission Statement and to the RG or Comm Handbook so they have a good understanding of the function of your RG/Comm.
- Tell them that they must be approved by the other members and the EB before joining.
- Ask them for an electronic copy of their CV or other summary of experience and a statement of why they want to join your RG. Tell them this info will be forwarded to the other members and the EB.
- Provide them with a Conflict of Interest form (available on web).
- Once approved, add them to your RG web page.
- Active members – contribute to project (AdHoc member should be used sparingly)

Duties Relating to RG Studies

- Prepare study proposal for review by EB
 - Include budget
- Devise timetable for completion
- Provide for fair division of labor
 - Data collection
 - Data analysis
 - Presentation/publication*
 - Web poster
 - Newsletter article
 - MS review by EB liaison

Fiscal Responsibilities

- Manage financial resources of the Group
 - Conference call budget - \$750
 - Study budget - \$750
 - Chemicals/consumables
 - Additional funds for project if justified by request (must be approved by EB)
 - Meeting budget - \$1500 - Reimbursements through Courtesy – form on website – must provide receipts!
 - » Up to 3 complimentary registrations for ABRF meeting for speakers for RG research presentation
 - » Additional travel funds to represent RG group at other conferences – but must be justified to EB and approved
 - **All expenses incurred in the year should be reported to ABRF by the end of the year – Dec 31**

Options for Involvement in Annual Meeting

- RG session
- Scientific session
- Tutorial
- Roundtable
- Expert table
- Workshop
- Educational Workshop

Input for ABRF Annual conference

Input from RGs into the annual ABRF conference is strongly encouraged and will be requested by the meeting organizers

- Organization of RG study session
 - Must request slot from meeting organizers by June 1
- Input into Scientific Platform Sessions
 - formal description of session
 - suggested speakers and their qualifications
- Organization of round table/tutorial/workshop for RG specialty
 - potential Comm opportunities? CAN-CC, EdComm?

Satellite Educational Workshops

- **Partnership** between RGs – EB – Education Committee – meeting organizers
- **Plan educational workshops (courses)**
 - Introduction to newer approaches – Metabolomics
 - Proteomics/Genomics...hands-on, informatics, introductory
 - Lab management, business aspects
- Suggestions must be forwarded to meeting organizers by April of each year.

Management of RG/Comm website

- Manage content – members, studies, mission, protocols
- Chair's e-mail information public
- Post relevant information – draw people to the page!

Conflict of Interest (COI)

- a) All RG/Comm members must submit a COI form (available on the ABRF web site).
- b) Members and associates of the ABRF with COI may, in some cases, serve on RG if those conflicts are fully disclosed to the President.
- c) No RG/Comm member should endorse any product, instrument, or commercial concern that can be construed to be involved in the RG's area of research generally or which plays some part in the RG's study.

Avoid the appearance of COI

RG Calendar -- 2011

- **March/April**
 - New chair assumes duties
 - Send in COI forms for all RG members
 - Discuss & select study/survey topic
 - Organize manuscript of completed study
 - Suggestions for next year Educational Course (April 15)
- **May**
 - Prepare and refine study proposal
 - Plan for RG participation in ABRF 2012 annual meeting. Must contact EB liaison and meeting organizers
- **June**
 - Proposal for project to EB for approval (June 1)
 - EB feedback within 2 weeks

Calendar Continued

- **July**
 - Select/prepare study materials and survey questions
 - Create survey infrastructure
 - Request presentation time at meeting
- **August**
 - Test and validate sample materials
 - Test survey infrastructure
- **September**
 - Launch study

Calendar Continued

- **October**

- Collect and curate data
- Divide work among RG members
 - Compiling data
 - Talk, Poster, Manuscript

- **November**

- Submit abstracts for posters
- Select speakers for presentation

- **December**

- Renew your membership
- Submit all expenses for reimbursement (Dec 31)
- Select new chair and new members

Calendar, continued

- **January**
 - Analyze data from yearly study/survey
 - Forward list of new members to EB liaison and ABRF Business Office
- **February**
 - Prepare poster/presentations for meeting
 - Draft press release on RG study – (1 week prior to mtg)
 - Attend ABRF 2012 – Orlando, FL
 - New chair assumes duties after ABRF meeting

Thank you!!!!

- You are at the core of the mission of the ABRF
 - “The Association of Biomolecular Resource Facilities is an international society dedicated to advancing core and research biotechnology laboratories through research, communication, and education.”
- Publication of RG studies is the best way for ABRF to get exposure in the broader community
- We want to know what is on your mind!

