

Steering Committee Meeting

April 13, 2026
2:30-3:30pm ET

Agenda

Time	Topic	Speaker(s)
2:30pm – 2:40pm	Welcome & SC Survey Review - SC Survey Approvals	Michael Kurilla, Grace McComsey
2:40pm – 2:50pm	Extension Request: Case Studies WG	Amanda Scott
2:50pm – 3:05pm	Annual CCOS Satisfaction Survey	Kerry James
3:05pm – 3:25pm	Pod Spotlight: MI Institute for Clinical & Health Research	Julie Lumeng
3:30pm	Adjourn	Amanda Scott

Real-World Data Workforce Development Across the Translational Spectrum Survey Overview

- **Target Audience:**
 - Biostatistics, Biomedical Informatics, and Data Science Enterprise Committee
 - Workforce Development Enterprise Committee
 - Administrators Group (with encouragement to distribute the survey to relevant personnel, including developers, data managers, regulatory specialists, and study coordinators)
- **Survey Length:** 90 questions; this survey takes approximately 30 minutes to complete.
- **Timeline:** Launch April 29, 2026, Close May 13, 2026.
- **Purpose:** The survey's purpose is to identify the training needs of the CTSA community, inventory existing resources, and develop a Real-World Data (RWD) Training Maturity Model to guide organizations in advancing their maturity pathway
- **Revision History:** NCATS review/approval for Executive Order compliance on February 17, 2026. Review/approval of the final draft of the survey by the WG Survey Primary Lead on February 25, 2026.
- **Primary Lead for the Survey:** Anita Walden

SC Liaisons to WG: Mimi Kim, Eric Vilain

Recommendation: Approve

The Working group addressed all comments and recommendations made by the Steering Committee liaisons.

WG Extension Request: Learning About the Science of Translation: Identifying Best Practices to Accelerate the Translational Process through Case Studies

- **Co-chairs:** Clara Pelfrey and Deborah DiazGranados
- **Request:** Second extension request
- **Current sunset date:** June 2026
- **New sunset date:** December 2026 (if approved)
- **Commitment to rigor:** Case studies are being manually coded to ensure analytical integrity and avoid reliability risks associated with AI tools.
- **Time-intensive qualitative analysis:** Final coding, cross-case analysis, and synthesis are critical steps not yet complete.

Rationale for Extension

- **Unanticipated IRB delays:** Multi-site IRB approvals across 30 CTSA hubs required parallel local reviews, extending timelines by ~12 months.
- **Substantial progress already made:** Core deliverables (case collection, templates, interviews, codebooks) are complete or near completion; additional time ensures successful completion of final analyses and dissemination.
- **Operational support:** Continued CCOS coordination for monthly meetings and shared workspace is needed to help manage moving parts of work.
- **Scale and complexity of work:** Large, multi-committee effort with 50 contributors and 62 case studies required extensive coordination.

WG Extension Vote



CCOS Proposal: Annual Feedback Survey of CTSA Members

Gathering insights to improve member
engagement and satisfaction annually

Draft: April 2, 2026

CCOS Annual Feedback Survey

- Submitting for Steering Committee review only
 - NCATS has already reviewed and approved
 - Feedback / suggestions welcome

Why an annual survey?

Purpose of Annual Survey

The survey gathers broad input from CTSA members to gauge satisfaction with support and services and to improve planning and processes annually.

Benefits for CCOS and NCATS

Survey results help prioritize work and guide consortium-level planning and oversight.

Anonymity and Trust

Anonymous, aggregated responses foster candid feedback.

Engagement and Continuous Improvement

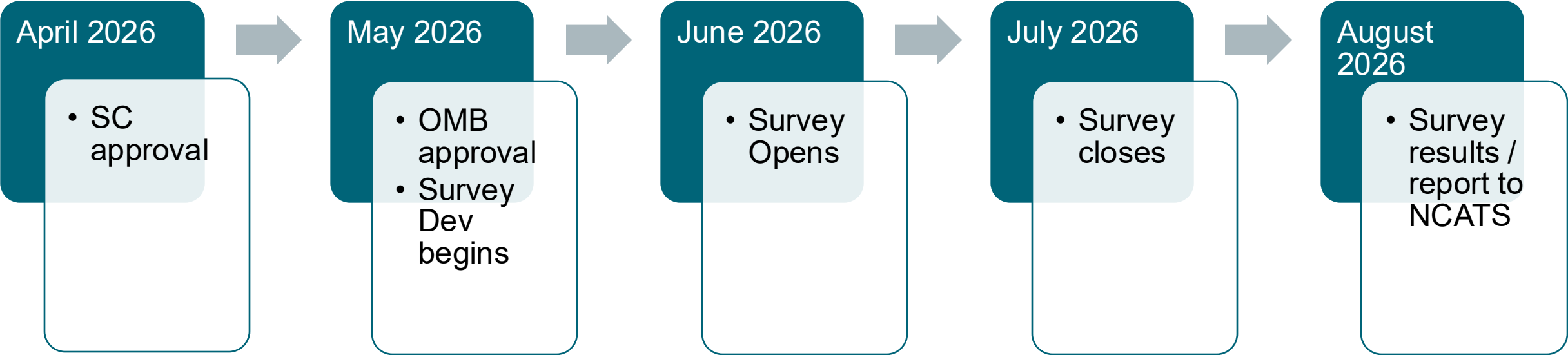
Survey insights enable targeted follow-up and pilot projects for ongoing engagement.

Survey design

Design Element	Proposed Specification	Why It Matters
Audience	CTSA community + NCATS (≈ 2,800 users) (CCOS user accounts)	Captures broad member voice; enables segmentation by role and engagement
Response Rate	Target: 15% (420)	15–25% would be aspirational “strong” range for email-based surveys based on typical rates for customer satisfaction surveys
Length & burden	8–10 questions; ~10 minutes	Minimizes burden; Improves completion rates; supports annual repeatability
Frequency	Annual	Creates metrics and trends over time with annual cadence.
Collection Period	4 weeks with 2 reminders	Provides ample time for completion
Platform	REDCap	Secure collection, standardized branching/matrices, easy reporting exports
Reporting	Aggregate summaries + thematic synthesis of open text responses	Decision-ready outputs for CCOS and NCATS planning

Survey Timeline

- Target release is **Late May or June 2026**
- Approvals needed:
 - NCATS
 - Steering Committee
 - OMB
 - IRB



Communication Strategy

Survey promotion

- Ansible
- CTSA Program Webinar
- CCOS updates at CTSA Group meetings
- CCOS MailChimp and other distribution lists
- CCOS social media channels

Survey Results

- Share with NCATS initially (2-4 weeks post close)
- Share summary feedback and prioritized changes to wider CTSA community
 - Maintains credibility and promotes continued engagement

Questions or Comments?

Pod Spotlight: MI Institute for Clinical & Health Research

Presented By: Julie Lumeng

EAB Membership

1	Who comprises your EAB membership?
2	What are the criteria for membership?
3	Do you appoint members with limited terms?
4	If not, how do you rotate people off?
5	Who do you select to chair the EAB?
6	What honorarium do you provide to EAB members?
7	Do chairs receive a higher honorarium?
8	What are the expectations of the chair?

Meeting Format

1	Is your EAB in-person or virtual?
2	What made you choose that format?
3	Do you host additional activities during the EAB?

Meeting Format

4	What is the typical length of your EAB?
5	Which leaders do you invite to attend your EAB from your institution?
6	At what frequency do your CTSA programs present at EAB?
7	Do you do focused “deep dives” on specific programs?
8	Who from your CTSA is invited to attend the full duration of your EAB?
9	Who are typically the presenters?

Preparation & Follow Up

1	Do you send detailed materials in advance?
2	Do you interact with your EAB between annual meetings?
3	How do you organize preparing for your EAB?

Next Meeting: April 27, 2026

Agenda

- CTSA Program & NCATS Updates
- Pod Feedback
- Spotlight: NJ Alliance for Clinical Translational Science
- Fall Annual Program Meeting Brainstorming

Reminder: Working Group Proposal reviews are open- Reviews close May 12

**If you are unable to attend a meeting, please inform us at steeringcmte@ccos.ctsa.io. Slides and summaries will be made available post-meeting. Substitutions are not permitted for Steering Committee meetings.*

