

CTSA K & T Visiting Scientists Consortium Group

Charter

1. Introduction

Central to the success of CTSA activities is a well-trained workforce that understands the concepts of translational science and can apply these concepts to generate high-impact research products. The suite of pre- and postdoctoral training (TL1/T32) grants and KL2/K12 programs presents an opportunity for the CTSA Consortium to provide a continuous pathway for training and professional development in clinical and translational science (CTS) that supports early-stage investigators through the formative stages of their career.

The K & T Visiting Scientists Consortium Group (KTVS-CG) unifies the functions of two successful former CTSA Working Groups—the TL1 Visiting Scientist Working Group and the KL2 Virtual Visiting Scholar Working Group—into a single, sustainable Consortium Group. Both earlier groups created high-value virtual scientific engagement opportunities, enabling T Trainees and K Scholars to present their research, receive feedback, engage in cross-hub dialogue, and expand scientific networks. This Consortium Group consolidates those efforts to ensure sustainability and alignment with CCOS support structures.

2. Mission

The mission of the KTVS-CG is to advance CTS by fostering knowledge exchange, professional development, and provide opportunities for networking among CTSA TL1/T32 Trainees and KL2/K12 scholars across CTSA hubs. Through virtual forums and events, the Group will connect visiting scientists across hubs and support the professional development of a vibrant, multi-institutional research community.

3. Vision

The Group envisions a cohesive, nationally connected environment in which Scholars and Trainees from CTSA hubs engage in innovative, rigorous translational science supported by structured professional development, mentorship, and opportunities for scientific visibility.

4. Goals and Priorities

- a. Organize regular virtual events for CTSA K Scholars and T Trainees for scientific exchange, peer feedback and professional development.
- b. Create opportunities for networking within and across Trainee and Scholar communities, including engagement with scientific experts and program leaders across hubs.

KTSV-CG Leadership will plan annual reviews of the charter to ensure that the charter is working for the group and CTSA program.

5. Group activities

Depending on annual NCATS and KTVS-CG leadership priorities and Scholar/Trainee and hub engagement and interest, the KTVS-CG may coordinate one or more of the following activities over the course of a year; *three are inherited from the TL1 WG and one from the KL2 WG.*

5.1. K Scholar Virtual Visits (KL2/K12)

Modeled on the successful KL2 Visiting Scholar Program, these visits match Scholars with a host CTSA hub where they deliver a nationally streamed Grand Rounds research presentation (highlighting not just their research per se but also the translational science roadblocks and solutions they address or anticipate addressing in their work) and meet with scientific experts and the host hub's KL2/K12 leadership and Scholars. Once a year, typically in the fall, second- and third-year Scholars apply to the program and indicate their top choices of host hubs and preferred faculty expertise for individual meetings. Scholars are then matched to one of their top choices, if possible. Host hubs arrange presentation logistics, registration, promotion, and faculty meetings. For a hub's Scholars to be eligible to participate, that hub must agree to potentially host a similar number of visiting Scholars from other hubs.

5.2. CTSA TL1 Grand Rounds (TL1/T32):

TL1 Grand Rounds provide advanced pre or post doc Trainees with a 45-minute research presentation experience—mirroring a “practice job talk”—followed by faculty meetings and networking sessions. Trainees gain scientific feedback, expanded academic networks, and exposure to new translational science communities.

5.3. TL1/T32 Mini Symposia:

A mini symposia features short research presentations by early-stage Trainees across hubs, offering a supportive venue for developing communication skills, receiving feedback, and connecting with peers. Events are virtual and hosted via a participating hub. This event is held annually.

5.4. TL1/T32 Debate Forum:

Two CTSA TL1 Programs identify a contemporary question in CTS and divide into two teams of T trainees. One team takes the “pro” perspective and the other team takes the “con” perspective. The debate is moderated by an expert in the field recruited by the hosting CTSA Hub. This event is held annually.

6. Evaluation Surveys

The Consortium Group will use a light-touch evaluation model focused on continuous process improvement. Following CG-supported activities, organizers and participating trainees/scholars may be invited to complete a brief, voluntary post-event feedback survey to identify opportunities to improve logistics, format, and coordination. Given the strong evidence of success from prior K and T Working Group activities, the Consortium Group does not plan to implement a rigorous or ongoing evaluation schedule at this time. However, CG leadership may periodically consider assessing the broader impact of scholar participation in CG training activities on career development outcomes if a clear need or priority emerges.

7. Proposed Annual Timeline

The timeline below is suggested; the timeline may change depending upon the leadership needs and the activities being coordinated in a particular year.

Spring:

- Finalize charter (launch year only)
- Promote (new) Consortium Group
- Recruit lead team membership and roles

Summer (June)

- Draft interest surveys for scholars/trainees and host availability

Late Summer (July)

- Launch host hub availability surveys (for Grand Rounds and Visiting Scholar activities as well as hosting debate forum or mini-symposia)
- Launch interest surveys for T and K scholars

August/Early Sept):

- Leadership team finalizes program plan for the upcoming academic year based on responses to surveys
- Finalize matching approach
- Confirm mini symposia and/or debate forum with host sites
- Finalize SOPs for all activities

Fall (Oct-Dec):

- Initiate matching for all programs participating in Virtual Scholar Visits and Trainee Grand Rounds
- Final match lists sent to hubs & scholars
- Schedule events for the year¹

¹ Grand Rounds and the Visiting Scholar program are likely to be scheduled in the Spring but Mini Symposia and Debate Forums may be scheduled any time from Fall through Summer depending upon hub availability and planning feasibility.

Winter (Dec-Feb) (or as needed depending on event schedule):

- Finalize all event logistics
- Conduct events (if scheduled during Winter)
- Prepare cross-hub advertisement and confirm presenters

Spring (Feb-May):

- Conduct events²

Summer:

- Refine programming and prepare next-year planning

8. CG Membership

Membership in the KTVS-CG is open to:

- CTSA TL1/T32 Program Directors, faculty, and administrators
- CTSA KL2/K12 Directors, faculty, and administrators
- Hub coordinators supporting trainee/scholar development
- Faculty or staff involved in hosting scientific visits
- Representatives from CTSA hubs wishing to support programming or host events
- Interested CTSA T Trainees and K Scholars (optional participation as presenters or volunteers)

9. CG Governance

The Group will be led by a cross-hub leadership team that includes individuals representing both K Scholars and T Trainees.

9.1. Leadership Structure

- CG Co-Chairs:
 - One leader representing K programs (e.g., KL2/K12 Director or designee).
 - One leader representing T programs (e.g., TL1/T32 Director or designee).
- CG Leadership Team:
 - Co-Chairs, plus 3–6 members representing varied hubs and roles (e.g., program administrators, trainees/scholars, NCATS liaison), and activity leads.
- CG Activity Leads:
 - Designated leads for (a) K Virtual Visiting Scholars, (b) T Grand Rounds, (c) T Mini Symposia, (d) T Debate Forum.

9.2. Leadership Team Responsibilities

- Set strategic priorities and annual calendar

² Grand Rounds and Visiting Scholar are most likely to be scheduled during Spring months.

- Set agenda and lead meetings
- Develop / update standard operating procedures (SOPs) for matching and other activities
- Review responses to feedback forms and address issues and/or make recommendations for improvements as needed
- Review match lists and approve final pairings
- Represent the group to the Steering Committee
- Select and support activity leads and ensure continuity over time.

9.3. Activity Leads Responsibilities

- Each lead coordinates operational details for one activity type, including match preparation, communications with hosts, and event details.

9.4. Hub / Host Responsibilities:

- Host the actual K or T virtual events (schedule, MS Teams, faculty meetings, local promotion)
- Provide date/time/virtual meeting details to Activity Leads & CCOS
- Collaborate with CCOS and Activity lead to create promotional materials and promote event
- Facilitate faculty meetings and logistics for the visit
- Encourage internal participation
- Attend CG meetings as needed

9.5. CCOS Responsibilities

- Host up to one monthly meeting on a virtual meeting platform (e.g., Teams)
- Coordinate agenda development, speaker invitations as necessary
- Prepare meeting materials and summaries
- Maintain CG email lists, group calendars and meeting artifacts
- Support automated matching for trainee and scholar activities with hubs
- Support survey development and implementation (e.g., interest surveys and post event feedback forms)
- Create communication campaigns for scholar, trainee and hub outreach about program opportunities and promotion of program activities and upcoming events.

For more details about CCOS support, please see the [Guidance for CTSA Groups](#).

10. Meetings

10.1. CG Meetings (virtual platform):

The CG Chair/s convene the full CG monthly (or bimonthly) virtual meetings to effectively manage the annual planning and execution of CG activities.

- Full CG meetings are open to CG members, recorded and available from the KTVS CG webpage provided by the CTSA Program.
- Topics will range from planning annual activities, activity lead report outs, communication strategies, standard procedures for various CG activities, presentations about lessons learned and best practices, and identification of risks and challenges to consortium activities.

10.2. Ad Hoc Meetings (virtual platform):

Additional meetings may be called at the discretion of the CG leadership; however, there is limited CCOS support for these calls. CG leadership or members should be prepared to coordinate ad hoc meetings without CCOS support.