CLINICAL & TRANSLATIONAL SCIENCE AWARD (CTSA) PROGRAM

Steering Committee Roles and Responsibilities

Updated: December 1, 2025

Table of Contents

1. Steering Committee Overview

The purpose of the Steering Committee (SC) is to enable bidirectional information and idea sharing between and among the CTSA Program Principal Investigators (PIs), Administrators, Enterprise Committees (ECs), and NCATS leadership regarding aspects of the CTSA Program and the field of clinical and translational science.

Virtual and in-person meeting support for the SC is provided by the Coordination, Communication and Operations Support (CCOS) Center, the CTSA Program Coordinating Center.

1.1. Membership, Nominations, and Eligibility Criteria

The CTSA Program SC is comprised of 24 members: 11 UL1/UM1 PIs, 1 KL2/K12 PI/Director, 1 TL1/T32 PI/Director, 1 Hub Administrator, 1 member of each of the four Enterprise Committee Lead Teams, one member PI of each funded national collaborative activity (e.g. Trial Innovation Network (TIN) and ENACT: Translating Health Informatics Tools to Research and Clinical Decision Making), the NCATS Division of Clinical Innovation (DCI) Director and the NCATS Director (ex officio). All members are considered voting members of the SC. See Table 1 below for SC constituents and their representative groups.

Table 1. CTSA Steering Committee Members and Group representation

SC Member (Voting)	CTSA Group	Meetings Organized By
1 UL1/UM1 PI Co-Chair	UL1/UM1 PIs	CCOS
1 NCATS Co-Chair	NCATS	N/A
11 UL1/UM1 PIs	Pod group comprised of UL1/UM1 PIs	SC Pod leader
1 KL2/K12 PI	KL2/K12 PI/Directors Group	CCOS
1 TL1/T32/R25 PI	TL1/T32/R25 PI/Directors Group	CCOS
1 Administrator	Administrators Group	CCOS
1 Trial Innovation Network PI	Trial Innovation Centers (TICs) Recruitment Innovation Center (RIC)	TIN / CCOS
1 ENACT PI	ENACT Network	ENACT
4 Enterprise Committee Lead Team Members	CTSA Program Enterprise Committees	CCOS
1 NCATS Director (ex officio)	NCATS	N/A

NCATS solicits new **UL1/UM1 SC member nominations** annually in the Fall in an open call to the CTSA Program consortium. The solicitation is advertised widely through communication channels for the CTSA Program (e.g., newsletter, distribution lists, webinars). Members of the consortium may nominate another PI, and PIs may submit self-nominations.

UL1 / UM1 PIs selected to fill open Steering Committee seats will receive a formal invitation from the NCATS DCI Director in late November / Early December.

Please see **Table 2** below for details about each SC role including nomination / appointment, eligibility criteria, and membership terms.

Table 2. CTSA Steering Committee Membership Details

SC Role	Nomination / Appointment	Eligibility	Term
UL1/UM1 PIs and	• CTSA members nominate PIs • Call for nominations annually in the Fall	• Must have at least 2 years remaining on their award • Must not be in a No-Cost Extension[1] • Must be officially named in the Notice of Award (NoA) of an active CTSA Program grant/award (includes the "contact" PI and all PIs listed as a "multiple PI") • The PI has not served on the SC in the last 4 years.[2]	• Minimum 2 year term[3], max of 3 years • Beginning Jan 1st and ending Dec 31st of the appointee's 2nd term
KL2/K12 PI	• Member of KL2/K12 PI / Directors Consortium Group • Selected by Leads or Chair(s)	• Must have at least 2 years remaining on their award • Must not be in a No-Cost Extension • The PI has not served on the SC in last 4 years	• 2 year term • Beginning Jan 1st and ending Dec 31st of the appointee's 2nd term
TL1/T32/R25	• Past Chair of the TL1/T32/R25 Directors Consortium Group	• Must have at least 2 years remaining on their award • Must not be in a No-Cost Extension • The PI has not served on the SC in last 4 years	• 2 year term • Beginning Jan 1st and ending Dec 31st of the appointee's 2nd term • Start 2 yrs after they complete their 2 yr term as TL1/T32 Director's Consortium Group
Administrator representative	• Selected by the co-chair(s) of the Administrator's Group • Annual in the Fall as needed	• Must be the key point of contact between their institution's CTSA Program leadership and PI and NCATS personnel	• 2 year term • Beginning Jan 1st and ending Dec 31st of the appointee's 2nd term

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[1] Hubs in a No-Cost Extension (NCE) are ineligible for SC appointments. During a NCE a hub does not receive funding from NCATS in a fiscal year. A hub award in a NCE is not considered eligible as there is insufficient time remaining in the award project period for initiation of an appointment.

[2] At the time the SC was reorganized in 2014, NCATS made a commitment to the consortium that all funded and eligible PIs will have the opportunity to serve 1 term before making second-term appointments.

[3] SC members are appointed for 2 year terms; however, this may be fewer than 2 years depending on the number of years remaining in the hub grant. Term may extend 1 year for Co-Chairs; Co-Chair Designates and Past Co-Chairs.

TIN / ENACT PIs	• Selected by lead teams of TIN and ENACT	• Must be a PI on Notice of Award from TIN or ENACT	• Duration of award • May rotate an appointment to another PI on Notice of Award during the grant period
EC Lead Team Members (one per EC)	• Selected by EC Chair(s) or lead teams	• Current EC Lead Team member	• Duration of term on EC Lead Team • Up to 2 years

SC Member Replacements and Extensions

- Replacement of a SC member may be considered in certain situations (e.g., when members step down from their position) and requires prior approval by NCATS.
- Extensions of membership may be required for co-chairs to complete a full calendar year of service.
- In the event that a SC member cannot attend a meeting, notification should be sent to the steeringcmte@ccos.ctsa.io inbox. Members cannot send a replacement to attend meetings in their absence.

See **Appendix A** for a current list of members of the CTSA Program Steering Committee.

For a list of past Steering Committee members, please send a request to steeringcmte@ccos.ctsa.io.

1.2. Steering Committee Co-Chair Role and Appointment

The SC Co-Chairs lead the SC by identifying priority topics for discussion, provide an asynchronous structure for items that require administrative approvals or voting, and if applicable and when appropriate, creating SC-driven projects that realize opportunities identified by the SC.

The SC Co-Chairs are:
- The NCATS Director for the Division of Clinical Innovation
- A current UL1/UM1 PI member serving on the SC

Effective January 2021, the **Co-Chair** serves a 1-year term. Upon completion of a Co-Chair's 1-year term, the **Co-Chair Designate** assumes the Co-Chair position and NCATS appoints a new Co-Chair Designate. Each year, NCATS selects a Co-Chair Designate from the current SC roster. The Co-Chair Designate will co-lead the Fall Planning Committee during the year they serve as the designate.

The **Past Co-Chair** is the preceding year's Co-Chair and has this role for 1 year. The Past Co-Chair supports the present SC Co-Chair by providing historical information on past committee work and other information as needed. If the Past Co-Chair has completed their 2-3-year SC

appointment, the Past Co-Chair is invited by the current Co-Chair to attend SC meetings during this 1-year term as a non-voting member.

The SC will always have a Past Co-Chair, Co-Chair, and Co-Chair Designate serving simultaneously. This is designed to allow more PIs to serve in the Co-Chair role while also providing the current SC Co-Chair with adequate support and assistance, if needed.

2. Steering Committee Meetings

2.1. NCATS Staff Attendees at SC Meetings

The following NCATS staff members support the SC Co-Chairs in preparation for upcoming meetings. These attendees may attend SC calls and provide their area of expertise during the discussion.
- NCATS Director
- NCATS Deputy Director
- NCATS Chief Medical Officer
- NCATS Division of Clinical Innovation (DCI) Deputy Director
- NCATS DCI CTSA Program Branch Chief
- NCATS DCI Education and Training Section Chief, CTSA Program Branch
- NCATS DCI Initiatives & Consortium-Wide Activities Section Chief, CTSA Program Branch
- NCATS DCI Digital & Mobile Technologies Section Chief, CTSA Program Branch
- NCATS DCI Director of Informatics
- NCATS DCI Clinical Affairs Branch Chief
- NCATS DCI Trial Innovation Network Section Chief, Clinical Affairs Branch
- NCATS DCI Clinical Research Resources Section Chief, Clinical Affairs Branch
- NCATS DCI Officer of Program, Evaluation Analysis and Reporting Director (OPEAR)
- Steering Committee Executive Secretary

2.2. Ad-Hoc Attendees of SC Meetings

The following "ad-hoc" members usually attend SC meetings and provide their area of expertise during the discussion:
- NCATS Division of Clinical Innovation (DCI) Program Officers
- NCATS Director, Division of Extramural Activities
- NCATS Deputy Director, Division of Extramural Activities
- NCATS Director, Scientific Review Branch
- NCATS Deputy Director, Scientific Review Branch
- NCATS Director for the Office of Communications, Policy, and Education
- NCATS Chief, Policy Branch
- NCATS Chief, Education Branch
- NCATS Chief, Communications Branch

- NCATS Chief, Grants Management Branch
- NCATS Deputy Director, Grants Management Branch

2.3. Administrative Support

The Executive Secretary is an NCATS employee who supports the SC Co-Chairs in preparing for upcoming meetings. A CTSA Program Coordinating Center (CCOS) meeting coordinator provides logistics and administrative support for all SC and co-chair meetings.

2.4. SC Meetings

The CTSA Program SC meets at least twice monthly via zoom and 1-2 times per year either in person or virtually for an extended meeting and communicates as needed via email. Meetings are attended by the SC members, NCATS Staff and Ad-Hoc attendees. Meeting summaries are prepared by the CCOS coordinator and the Executive Secretary, disseminated to the consortium, and posted to the calendar entry available via the archive on the Steering Committee webpage.

3. Steering Committee Roles and Responsibilities

The CTSA Program Steering Committee (SC) serves multiple important functions, including strategic and logistical functions.

1. The SC identifies major systemic, scientific, and operational problems in clinical translational science that the CTSA consortium should work to solve via collective action. It may create subgroups of the SC or charter formal Task Forces to address these problems.
2. The SC serves a broad coordinating function, selecting and monitoring the activities of the Working Groups, and ensuring that all parts of the large and diverse CTSA Program have the opportunity to be included in consortium efforts.
3. The SC serves as a conduit for bidirectional communication and transparency between NCATS and the CTSA consortium.

The required roles and responsibilities of SC members are described below.

3.1. CTSA Program Pod Leadership

To facilitate bidirectional communication between the SC, NCATS, and CTSA program hubs, the CTSA Program has set up Pods led by the eleven UL1/UM1 representatives on the SC.

3.1.1. What is a Pod?

A "Pod" is a subgroup representing five to six CTSA Program hubs which is led by the "Pod Lead," a current member of the CTSA Steering Committee. Together each Pod Lead and their assigned CTSA Program hub representative(s) ("Pod Member") form a Pod.

Pod groupings rotate annually based on SC membership. Pod Leads are informed at the start of each calendar year which hubs are assigned to their Pod.

3.1.2. Pod Composition

- (1) Pod Lead: CTSA Program Steering Committee principal investigator
- (5-6) Pod Members: CTSA Program UL1/UM1 principal investigator
- (5-6) Administrators (Optional)

Pod members are strongly encouraged to include their hub's Administrator on Pod calls and emails. CTSA Program Hubs that are no longer considered to be "active" (i.e., hubs that are beyond No Cost Extension and whose grants are or being closed out) are removed from the Pod structure.

3.1.3. Pod Lead Role and Responsibilities

A Pod Lead is essential in maintaining strong communication between the CTSA Steering Committee (SC) and Pod Members. Pod Leads are responsible for regularly relaying pertinent information and updates from previous CTSA SC meetings and other communications to their Pod in a timely manner. In addition, they serve as a conduit for ideas and feedback by gathering agenda topics, questions, concerns, and suggestions from Pod Members. Acting on behalf of their Pod, Pod Leads report these ideas and concerns to the CTSA SC to ensure that program leadership remains responsive to the needs of local hubs and is prepared to prioritize emerging topics in translational science.

> **Pod Lead Responsibilities**
> - **Organize and host** regularly recurring Pod meetings using a preferred virtual platform for your institution.
> - **Facilitate** agenda development, discussions, identify crowdsourced topics, and ensure feedback is captured.
> - **Relay** SC updates and other communications to Pod Members regularly.
> - **Submit** Pod meeting summaries and feedback via the Pod Submission Form on the CCOS website within 5–10 business days of each meeting. *(Pod Leads may delegate submission responsibilities (delegate must have a CCOS account).*
> - **Present** *Pod feedback* and *Pod spotlights* during the second SC meeting of the month.
> - **Review** Pod archive to stay informed about feedback from other Pods.

NCATS periodically seeks input from the Steering Committee on various topics, projects, and initiatives. When these requests arise, Pod Leads should engage their Pods in discussion, collect feedback, and submit a summary to NCATS. For example, when NCATS launches a new consortium-wide initiative, Pods are expected to review implementation plans and strategic direction during a Pod meeting and provide feedback accordingly. This process continues throughout the lifecycle of the program, ensuring ongoing input and collaboration.

Past examples of initiatives requiring Pod feedback include the Trial Innovation Network, the Common Metrics Initiative, and the National COVID Cohort Collaborative (N3C). By fulfilling these responsibilities, Pod Leads help shape the strategic direction of the CTSA Program and strengthen its impact across the consortium.

3.1.4. Pod Meetings

- Pods meet at least once every two months via teleconference to gather perspectives and allow for small group discussions. *NOTE: CCOS does not provide logistical support for Pod meetings.*
- Agenda topics are determined by the Pod Lead and Pod Members.
- Pods are required to meet and discuss topics of special interest to NCATS and CTSA SC, prepare a summary of the discussion, and submit an aggregate report back to NCATS via the Pod Submission Form.

3.1.5. Pod Reporting

3.1.5.1. Pod Meeting Updates

The Pod Leads will submit notes from their Pod meetings via the Pod Submission Form on the SC Pod webpage within 5-10 business days of the meeting.

Meeting notes should be prepared using a standardized Pod meeting summary template provided by CCOS for each pod, and should include a summary of topics reviewed and/or discussed with the Pod. The option to submit questions to the SC, suggest agenda topics for SC meetings, share ideas, respond to requests for information, and provide other feedback is also available via the Pod Submission Form.

Pod meeting summaries and any other pod feedback submitted with the Pod Submission Form will be posted (unedited) under Pod section of the SC page of the CCOS website and are made available to the CTSA consortium and broader public community.

Pod meeting summaries and feedback aggregated at the national consortium level helps inform the SC and NCATS of specific challenges experienced by the consortium on a local level. Pod submissions also help CTSA Program leadership identify emerging topics and innovative approaches that address and/or solve translational science problems. Further, these notes help NCATS formulate productive and engaging agenda topics for upcoming SC and Program meetings.

3.1.5.2. Pod Spotlights

Starting in 2026, "Pod Spotlights" have been added as a recurring agenda item at the SC meeting once per month. Each Pod Lead will have 10-15 minutes (optional:1-3 slides to support presentation) to share a CTS-related challenge, success story, observation, or new approach with the SC. The purpose is to give each Pod the "spotlight" to share innovative practices and to foster relevant and engaging discussion.

3.1.5.3.   Review of Pod Submissions

The SC reviews Pod submissions during the second monthly CTSA Program SC meeting of the month. Pod submissions must be received no later than one week prior to the second SC meeting to be included in that month's review. Submissions received less than one week prior to the second scheduled SC Meeting of the month will be reviewed at the next month's review of Pod submissions. CCOS will summarize Pod submissions (one slide per Pod) and send to the Pod Lead for review and approval before Pod feedback is shared.

See the SC section of the CCOS Website for a current list of CTSA Program Pods.

3.2. Communication with KL2/K12 PIs/Directors, TL1/T32/R25 PIs/Directors, and Administrators

The Steering Committee (SC) maintains regular communication with key program groups, including KL2/K12 Principal Investigators (PIs) and Directors, TL1/T32/R25 PIs and Directors, and Hub Administrators. SC representatives for these groups meet regularly with their members to share updates, disseminate information, and facilitate discussion on program priorities and emerging topics. As SC members, these representatives are also responsible for bringing forward questions, topics of interest, and concerns raised during group meetings for discussion at the SC level, ensuring that the perspectives of these communities inform decision-making and program direction.

Meeting summaries for the K PI/Directors, T PI/Directors and Administrator Groups are prepared by the CCOS coordinator and posted to the appropriate group pages to ensure transparency and accessibility of information.

For more information about these groups, visit the Groups and Meetings page on the CCOS website.

3.3. Oversight of Enterprise Committee (EC) Activities

CTSA Enterprise Committees (ECs) play a vital role in advancing translational science by fostering collaboration among CTSA hub members. These project-driven groups provide a forum for open discussion, project planning, metric assessment, and the development of working group proposals, white papers, and workshops—activities that collectively drive innovation and progress across the consortium.

The Steering Committee (SC) ensures that EC activities align with the SC's priorities and the overarching mission and goals of the CTSA Program. EC representatives serving on the SC act as liaisons between their ECs and the SC. They meet regularly with their respective groups and are responsible for bringing forward questions, topics of interest, and concerns for discussion at the SC level.

Additionally, each EC[4] will present annually to the SC to provide updates on annual EC goals and highlights of EC activities. EC chairs develop a set of questions for the SC to provide feedback on and to serve as a primer for the discussion. Examples below:

- Is the EC's progress satisfactory to date?
- Are there short-term goals that this EC should prioritize in the next year?
- Are there any additional suggestions as to how to enhance the work of this EC?

SC members (at least 2) will review content and lead discussion. (The SC members will be assigned by CCOS).

For more information about ECs, visit the [Groups and Meetings](#) page on the CCOS website.

3.4. Oversight of Working Group (WG) Activities

Working Groups (WGs) play a critical role in advancing the CTSA Program's mission by addressing specific issues in clinical and translational science. Each WG is tasked with proposing and delivering well-defined projects or deliverables that close identified translational gaps and support program objectives in high-priority areas. These projects may result in outputs such as consensus papers, white papers, publications, or plans for workshops, symposiums, meetings, and conferences.

The Steering Committee (SC) provides oversight for all CTSA Program WGs. SC voting members are responsible for reviewing and approving WG proposals, offering constructive feedback on progress during oral and written reports, and approving survey plans when they are not fully described in the original proposal. Additionally, the SC considers requests for WG extensions to ensure continuity and alignment with program goals.

To maintain focus and efficiency, the consortium supports **a maximum of ten active WGs** at any given time, with a target of no more than two sponsored by any single EC. This structure ensures balanced representation and effective resource allocation across the CTSA Program.

3.4.1. Working Group Proposal Priorities / Key Topic Areas of Interest

In late January / early February each year, the SC will be polled on the key topic areas of interest for working group proposals to better align proposals to shifting priorities in clinical and translational science. The list of key topic areas will be updated prior to the opening of the proposal cycle in March.

> **WG Proposal
> Key Topic Areas of Interest (2025)**
>
> - National training curricula in CTS
> - Artificial intelligence
> - Career development for CTS research staff
> - Team science mentoring dissemination and implementation
> - Identification of health determinants (biology, structural, and social)

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[4] Typically the EC chair or co-chair will lead this presentation. This EC representative should not be the same as the EC rep serving on the SC.

3.4.2. Working Group Proposal Review and Voting

Open calls for Working Group Proposal cycles occur two times per year – in March and September.

A few weeks after the WG proposal cycle ends, the WG proposal review period opens, during which **SC voting members are required** to review each proposal through a private portal on the SC webpage[5]. Using an electronic form, SC voting members[6] rate each proposal on:

- Importance of purpose
- Value of deliverables to the CTSA and to the field of clinical and translational science
- Project feasibility
- Expertise
- Group composition

Finally, SC voting members indicate whether they support or cannot support the WG, recommend a revision and resubmission of the WG proposal, or recommend the WG as a Discussion Forum.

After the review period closes, CCOS aggregates and presents the results from the SC reviews to the full SC during a SC meeting (typically in June and December). During this meeting, the SC will briefly discuss each proposal and then formally vote to approve or not approve. The SC may also request additional information/clarification, or suggest revisions for each proposal. Possible outcomes include:

- Approved / supported
- Approved / supported with minor revisions (in current cycle)
- Approved / supported / deferred to next cycle start date (until open WG slot)
- Recommended to revise and resubmit (next cycle)
- Recommended to be a Discussion Forum
- Not approved / not supported

After the SC voting has concluded, NCATS and CCOS notify the WG proposers of the outcome of the SC review including a summary statement with the SC's decision, pertinent feedback from the review and any action items. The notification will be sent from the steeringcmte@ccos.ctsa.io email account.

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[5] See the Getting Started section of the CCOS website for information about registering for a CCOS account.

[6] SC voting members with a conflict of interest on a WG proposal will abstain from participating in that specific proposal review.

3.4.3. Working Group Oversight

Working Groups (WGs) are required to submit written progress reports to the Steering Committee (SC) at 6, 12, 18, and 24 months (sunset report). Each report should include:

- WG purpose, goals, and deliverables
- Timeline and progress toward deliverables
- Changes to deliverables or goals
- Challenges or lessons learned
- Summary of meeting metrics (e.g., # of members, # meetings held in report period, community member involvement)

Additionally, Working Groups are also required to make an annual presentation to the SC about WG goals and deliverables. This 10-minute live presentation will be followed by 5-10 minutes of discussion between WG chair(s) and SC to solicit constructive feedback regarding WG activities.

To streamline SC oversight and engagement with WGs, CCOS assigns up to **two SC members as liaisons to each WG**. Liaisons familiarize themselves with the WG's proposal, goals, deliverables, timeline, and membership to effectively:

- Review progress reports and raise questions or concerns with the SC
- Review WG presentations in advance and lead the Q&A session during the annual SC presentation
- Prepare to provide feedback to WG Chairs after presentations to address questions such as:
  - Is WG progress satisfactory to date?
  - Is the WG on track to make an impact?
  - Are the right stakeholders engaged, or are key voices missing?
  - Should additional goals or deliverables be considered to enhance significance?
  - How can implementation and dissemination of WG deliverables be improved?

Additionally, the full Steering Committee is responsible for considering **WG timeline extension requests** submitted in writing by WG co-chairs at least 3 months prior to their sunset date; a formal vote to approve or reject the request will be held during the next available SC meeting.

For more information about Working Groups, please visit the CCOS Working Group webpage and review the *Guidance for CTSA Program Groups*, found on the Governance and Guidance page.

3.5. Planning Committee for Fall CTSA Program Annual Meeting

The CTSA Program Annual Meeting, held each Fall in the Washington, D.C. metro area, serves as a cornerstone event for the consortium. This in-person meeting brings together representatives from all CTSA Hubs to share updates, exchange ideas, and collaborate on

advancing clinical and translational science. The agenda typically includes plenary sessions, breakout discussions, and opportunities for networking across the consortium.

Steering Committee members play an active role in shaping this event by volunteering for the Fall Planning Committee (FPC). The FPC is led by the Co-Chair Designate and the NCATS Co-Chair and includes other SC members, with additional participants identified based on agenda needs. CCOS provides logistical and administrative support to the committee. Planning for the Annual Meeting begins in early Spring, starting with the identification of FPC members and progressing to agenda development and session planning to ensure a timely and well-coordinated event.

3.6. Planning Committee for the Meeting of UL1/UM1 PIs

The purpose of the UL1/UM1 PI meeting is to create a forum for communication for the UL1/UM1s PIs across the consortium. These ~90-minute meetings typically are held in person once per year during the Fall CTSA Program Annual Meeting. A small Planning Committee will be comprised of the Co-Chair Designate and the Co-Chair and 2-3 volunteer UPIs, who will work with CCOS to develop the goals, agenda topics, and format of the meeting. As part of agenda development, topics of interest for the in-person meeting will be solicited from the broader group of CTSA UPIs.

3.7. SC Task Forces

The SC can tackle clinical research and translational science barriers through the creation of up to three task forces supported by the CTSA Program Coordinating Center (CCOS). These task forces are created by the SC and approved by the SC Co-Chairs. These task forces are deliverable-focused with milestones and should not exceed 1 year in duration. Further, they can include non-SC members with relevant subject matter expertise. One or more NCATS representatives are assigned to these task forces at the discretion of the NCATS SC Co-Chair.

Oral reports / presentations will be provided at the in-person SC meetings and on the CTSA Program webinar on an annual basis. A final written report will be provided that summarizes the Taskforce activities at the completion of the Taskforce.

The SC oversees the SC task force(s) and provides constructive feedback on the progress of task force(s) upon presentation of oral and written reports to the SC.

3.8. Survey Review and Approval

The Steering Committee (SC) reviews survey plans targeting CTSA audiences to ensure alignment with CTSA Program goals and operational feasibility.

NOTE: Prior to submission for SC review, surveys are reviewed by the CCOS survey team. Reviews may range from checks on feasibility of development timeline only to more comprehensive support for survey design, data collection and analysis, pilot testing, and statistical validation to ensure reliability.

Using the rubric in Table 3 as a guide, SC members focus their evaluation of survey plans on: alignment with CTSA priorities, respondent burden, survey redundancy, and timeline feasibility. During an SC meeting, the SC votes to approve the survey, recommend revisions or not approve the survey.

Table 3. CTSA Steering Committee Survey Plan Review Rubric

Criterion	Key Elements to Review
1. Survey Purpose & Relevance	• Is the concept and purpose clearly outlined? • Does it align with CTSA Program goals and consortium priorities? • Is the rationale compelling?
2. Audience & Burden	• Is the intended audience clearly defined? • Is the estimated burden reasonable (time to complete, difficulty in providing requested information)?
3. Redundancy & Timeline[7]	• Does the survey duplicate or overlap with prior surveys? • Is the proposed timeline appropriate and does it avoid conflicts with other planned surveys?

For further information, including detailed processes and procedures, see the Survey section of the CCOS website and *CCOS Guidance for CTSA Surveys*, found on the Governance and Guidance page.

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[7] CCOS will provide the SC with information to assess survey redundancy and appropriateness of timelines.

Appendix A: Membership of the CTSA Program Steering Committee (2026)[8]

Member	Last Name	First Name	Affiliation	Term
Co-Chair	Kurilla	Michael	National Center for Advancing Translational Sciences (NCATS)	No term limit
Co-Chair	McComsey	Grace	Case Western Reserve University	2024, 2025, 2026
Past Co-Chair (non-voting member)	Ted	Wun	University of California Davis	2024, 2025, 2026
NCATS Director	Rutter	Joni	NCATS	No term limit
Co-Chair Designate	Bernstein	Steve	Dartmouth Hitchcock Medical Center	2025, 2026
UL1/UM1 Member	Kanwa	Fasiha	Baylor College of Medicine	2026, 2027
UL1/UM1 Member	Wilson	Karen	University of Rochester	2026, 2027
UL1/UM1 Member	Desai	Manisha	Stanford University	2026, 2027
UL1/UM1 Member	Ofili	Elizabeth	Morehouse School of Medicine	2024, 2025, 2026
UL1/UM1 Member	Moeller	Frederick "Gerry"	Virginia Commonwealth University	2024, 2025, 2026
UL1/UM1 Member	Kim	Mimi	Albert Einstein College of Medicine	2024, 2025, 2026
UL1/UM1 Member	Garovic	Vesna	Mayo Clinic	2024, 2025, 2026
UL1/UM1 Member	Lumeng	Julie	University of Michigan	2025, 2026
UL1/UM1 Member	Panettieri, Jr.	Reynold A.	Rutgers University	2025, 2026
UL1/UM1 Member	Vilain	Eric	University of California Irvine	2025, 2026
KL2/K12 PI	Reeds	Dominic	Washington University in St. Louis	2025, 2026
T32/TL1/R25 PI	Holinstat	Michael	University of Michigan	2025, 2026
Administrator	Carnegie	Andrea	University of North Carolina	2024 (Aug start) 2025, 2026
BIDS EC	Bernstam	Elmer	UT Health Houston	2025, 2026
Collaboration & Engagement EC	Wiehe	Sarah	Indiana University	2025, 2026
Integration Across the Lifespan EC	Schleiss	Mark	University of Minnesota	2025, 2026
WFD EC	Spann	Marisa	Columbia University	2026
Trial Innovation Network Member	Ford	Dan	Johns Hopkins University	Length of award
ENACT	Toto	Robert	UT Southwestern	Length of award

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[8] SC Terms begin on Jan 1 and end on Dec 31st annually.

CTSA Program Steering Committee
Summary of Responsibilities

Responsibility Area	Key Activities
Strategic Leadership & Coordination	• Identify major systemic, scientific, and operational challenges; create subgroups or task forces to address them • Select and monitor Working Groups; ensure broad participation across the CTSA consortium. • Serve as a conduit for bidirectional communication between NCATS and the CTSA consortium.
Pod Oversight	• Facilitate regular Pod meetings and communication • Relay SC updates and gather feedback • Submit Pod meeting summaries and feedback to inform SC and NCATS • Present pod feedback and spotlights at SC meetings
Enterprise Committee (EC) Engagement	• Align EC activities with SC priorities and CTSA Program goals • Promote synergy and avoid redundancy among ECs and WGs • EC reps serve as liaisons to SC
Working Group (WG) Oversight	• Review and approve WG proposals, survey plans, and extension requests • If assigned as WG liaison, monitor WG progress via reports and presentations
Communication with Key Groups	• SC reps serve as liaisons with KL2/K12, TL1/T32/R25 PIs/Directors, and Administrators, sharing updates and concerns
Annual Program Meeting Planning	• Volunteer for and participate in the Fall Planning Committee (FPC) • Collaborate to develop agendas and coordinate sessions
Task Force Management	• As needed, oversee deliverable-focused task forces • Review reports and ensure milestone completion
Survey Review & Approval	• Review and approve survey requests from consortium members