

## **CHARTER**

### **NATIONAL CANCER INSTITUTE COOPERATIVE HUMAN TISSUE NETWORK (CHTN)**

The National Cancer Institute Cooperative Human Tissue Network is subsequently referred to as Network.

#### **I. STATEMENT OF PURPOSE**

The purpose of this Network is to stimulate, for the good of the public, cooperative efforts to collect and distribute human tissues and to thereby facilitate research utilizing those tissues. These activities are expected to encourage basic and developmental studies in many areas of cancer research, including molecular biology, immunology and genetics. The Network is not intended as a human tissue bank but may use limited banking as needed to meet specific requests and longer-term banking of targeted specimens to assure availability of rare materials.

#### **II. MEMBERSHIP**

##### **1) Institutions:**

Institutions comprising the Cooperative Human Tissue Network (CHTN) will consist of those funded in 2001 under the request for cooperative agreement applications, RFA-01-099. These are: University of Pennsylvania (CA44974), University of Alabama at Birmingham (CA44968), The Ohio State University (CA44971), Children's Hospital of Columbus (CA54021), The University of Virginia (CA91654) and Vanderbilt University (CA91664). Additions and deletions from the membership will be determined by subsequent funding decisions by the National Cancer Institute.

##### **2) Principal Investigators:**

The Principal Investigator (PI) for each participating cooperative agreement retains primary responsibility for the performance of activities supported by that institution. Each PI shall serve as a member of the Coordinating Committee and Executive Committee as stipulated below.

##### **3) Coordinating Committee:**

a) The committee consists of two members from each institution, one of whom must be the Principal Investigator and one National Cancer Institute (NCI) representative who is the Program Director. Additional members may be added to the committee by majority vote of the existing committee members. The NCI representative, who is the Program Director, is appointed by the Chief of the Resources Development Branch, CDP, DCTD, and NCI. The

Chief of the Resources Development Branch serves as a backup when the Program Director is not available.

- b) The Coordinating Committee develops Network operating policies, which must be implemented by the Principal Investigators at each participating site. The Coordinating Committee reviews operating procedures at each participating site to insure all procedures are compatible with the overall goals and policies of the Network, the NCI and the NIH, defines specific quality control procedures and tissue processing procedures, establishes procedures for effective communication and establishes other network policies as needed, including those concerning grant-related income.
- c) The Program Director coordinates and facilitates the operation of the Network, attends and participates in all meetings of the Coordinating Committee and provides liaison between the Coordinating Committee and participating sites. The Program Director assists the Coordinating Committee in developing operating policies, quality control procedures and consistent policies for dealing with recurring situations that require a coordinated action. The Program Director may review the operations of individual laboratories for compliance with quality control standards and operating policies developed by the Coordinating Committee. The Program Director monitors the operation of the Network and may request the Coordinating Committee to consider modification of operating policies as required to maintain quality control or to serve new research needs of the scientific community. The Program Director assures that the Network functions are consistent with NCI and NIH operating policies and other appropriate federal regulations and procedures.
- d) An arbitration panel of external consultants will be formed if needed to resolve any irreconcilable difference of opinion between the Program Director and the other members of the Coordinating Committee with respect to implementation of proposed operating policies. The panel will include one member selected by the NCI, one member selected by the Coordinating Committee and a third member chosen by the other two members of the arbitration panel. The NCI arbitration process for the CHTN in no way effects the rights of awardees to appeal selected post award administrative decisions in accordance with the Public Health Service (PHS) regulations at 42 CFR Part 50, Subpart D and Healthy and Human Services (HHS) regulations at 45 CFR Part 16.
- e) The chairperson (who may not be a NCI representative) and Executive Coordinator of the Coordinating Committee are elected by a majority vote of its members and serve for one calendar year.
- f) The CHTN Executive Committee is composed of the Principal Investigators from the six institutional members and the Program Director. The function of the CHTN Executive Committee is to make emergency leadership or scientific

decisions for the Network. The Program Director, the current CHTN Coordinating Committee chairperson, or one of the Divisional Principal Investigators may call upon the CHTN Executive Committee if decisions must be made more quickly than the Coordinating Committee can act if urgent decisions are needed.

- g) Decisions that are needed between regularly scheduled Coordinating Committee meetings may be made by the Coordinating Committee or Executive Committee members voting via e-mail through the CHTN Listservs, by conference call or through standard written communication.

#### 4) Subcommittees:

- a) The Coordinating Committee may establish subcommittees of the CHTN as necessary. Membership on subcommittees is not limited to voting members of the Coordinating Committee. The chairperson of each committee (who may not be a NCI representative) is elected by a majority vote of the Coordinating Committee.
- b) Subcommittees meet on a regular basis, but at least twice a year. Conference calls may be held in lieu of meetings. Subcommittee activities are recorded as minutes and reported at the biannual meetings of the Coordinating Committee.

#### 5) Central Coordinator:

- a) The CHTN Central Coordinator works independently from the participating six institutions to provide administrative assistance to the Coordinating Committee.
- b) The Central Coordinator provides support for CHTN Coordinating Committee meetings, scientific meetings, compiles annual and interim reports, coordinates the preparation of the biennial Newsletter, coordinates the annual feedback questionnaire and other mass mailings, and assists with any other administrative tasks.

### III. MEETINGS

1) There will be at least two regular Coordinating Committee meetings of the Network each year. Additional meetings or conference calls may be scheduled as needed by the Program Director, the chairperson, or the Coordinating Committee.

2) The Coordinating Committee Chair and Executive Coordinator are responsible for working with the Central Coordinator to plan meeting logistics and develop the meeting agenda. The Principal Investigator will serve as Chair of the Executive Committee for the year of their term. The Central Coordinator is responsible for preparing and distributing meeting minutes in a timely fashion. The Chair and Executive Coordinator

are responsible for providing the first review and editing of Coordinating Committee meeting minutes during the year of their term.

3) The Program Director attends and participates in all meetings of the Coordinating Committee and should be informed of major inter-laboratory interactions.

4) Meetings will be moderated by the chairperson. A quorum will consist of a minimum of two-thirds of the voting members of that group and must include at least one representative from each of the participant institutions. If a voting member of the Coordinating Committee is unable to attend a regular meeting, the Principal Investigator from that institution may name an alternative that shall have full voting powers. A quorum is not required for non-binding decisions.

5) The regular meetings of the Coordinating Committee are open to all interested parties. The committee can go into closed executive sessions of voting members at the discretion of the chairperson or Program Director.