Onboarding Packet

Hello FIRST Program Cohort 2 Institutions:

Welcome to the Faculty Institutional Recruitment for Sustainable Transformation (FIRST) Consortium. As a member of the FIRST consortium, grantee institutions will work to meet the objectives the Notice of Award from the National Institute of Minority Health and Health Disparities (NIMHD):

1) Coordinate FIRST program administration and conduct comprehensive evaluation of the program context, processes, and outcomes

2) Coordinate and facilitate the collection of the minimum set of common data elements from FIRST Cohort awardees

3) Coordinate the dissemination and communication of best practices in Inclusive Excellence (IE) among FIRST Cohort institutions.

A cooperative agreement from the National Institute on Minority Health and Health Disparities (NIMHD) funds the FIRST Coordination and Evaluation Center (CEC) located at Morehouse School of Medicine in Atlanta, Georgia. The CEC is led by Dr. Elizabeth Ofili, contact principal investigator, and Dr. Brian Rivers, multi-principal investigator. The CEC team at Morehouse School of Medicine is responsible for the FIRST Program coordination, evaluation communication and dissemination. The FIRST Program Evaluation Plan and Data Sharing Agreement were developed by the CEC in collaboration with FIRST Cohort institutions. The FIRST CEC meets at least weekly to ensure progress on milestones for Common metrics, data collection across FIRST Cohort sites, as well data collection training needs across the Consortium.

Meet the members of the CEC Team:

FIRST Coordination and Evaluation Center (CEC) Team		
Name	Institution	Role
Elizabeth Ofili, MD, MPH	Morehouse School of Medicine	Principal Investigator/ Contact PI
Brian Rivers, PhD, MPH	Morehouse School of Medicine	Multi-Principal Investigator
Alexander Quarshie, MD, MS	Morehouse School of Medicine	Director Biomedical Informatics
Mohamed Mubasher, PhD	Morehouse School of Medicine	Senior Biostatistician
Muhammed Idris, PhD	Morehouse School of Medicine	Data Science Lead
Dr. Daniel Sarpong, PhD	Yale University	Evaluation Lead
Yulia Strekalova, PhD, MBA	University of Florida	Evaluation Co-Lead
Douglas Landsittel, PhD	Indiana University	Consultant, Data Management
Maritza Salazar Campo, PhD	University of California, Irvine	Consultant, Organizational Learning/Team Science
Linda Pololi, MBBS	Brandeis University	Principal, C-Change Faculty Survey
Tay McNamara, PhD	Brandeis University	Manager, C-Change Faculty Survey
Mohamad Malouhi	Jackson State University	Senior Software Engineer
Kimberly Lawson, MPH	Morehouse School of Medicine	Project Director
Geannene Trevillion, CRA	Morehouse School of Medicine	Budget Administrator
Megan Carter, MPH	Morehouse School of Medicine	Project Coordinator

The contact information for the FIRST CEC is **firstcec@msm.edu**.

The FIRST Program governance structure and the function of each working group and committee are shown below:

FIRST Program Governance	
FIRST Executive Steering Committee (FESC)	The FESC is the governing body of the FIRST Program. The FESC is composed of the FIRST CEC, FIRST grantee institutions PIs/MPIs, and the NIH Program Officers and Project Scientists. The FESC meets **every 4th Thursday** to discuss updates on FIRST Program deliverables, approve FIRST Program policies, with recorded votes per governance policy. The FESC has a rotating Chair and Co-Chair elected annually by the FESC.
FIRST CEC STEERING COMMITTEE (SC)	The CEC Steering Committee comprises NIH Project Scientists and NIMHD Program Officers. The SC meets **every 3rd Thursday** to discuss progress of the FIRST Program, and alignment with NIH ICs priorities for the program.
FIRST PI-MPI Working Group	The working group (WG) is comprised of the contact PIs and the MPIs of the grantee institutions working in collaboration with the CEC on FIRST program policies, including Data Sharing Agreement and Publication policy. The PI/MPI WG meets **every 2nd Thursday** of the month to share progress, best practices, and plan agenda items for the FESC.
FIRST Data and Evaluation Working Group	The working group (WG) consists of the evaluators from the grantee institutions and CEC Evaluators, Informaticians, Data Scientists, and Biostatisticians. This group worked collaboratively to develop the common metrics and common data elements of the Evaluation Plan, as well as implementation process. They provide feedback to the CEC on the REDCap data collection instrument and Dataverse data sharing platform. The Data and Evaluation WG meets twice a month on the **2nd and 4th Thursday**.
FIRST Faculty Core Working Group	The FC WG consists of faculty core directors from Cohort institutions. The CEC MPI works collaboratively with the group to share best practices on faculty career advancement and tenure process. The Health Equity (EQ) Learning Collaboratory will support peer to peer engagement and collaboration among FIRST Cohort faculty.
FIRST Communication and Dissemination Working Group	The CD WG facilitates a community of practice (CoP) in inclusive excellence (IE), both institutionally and nationally. The CD WG will inform and guide the implementation of the FIRST Cohort CoP. FIRST Program publications and presentation policy will encourage and facilitate the development of high-impact, rigorous program products while ensuring the appropriate use of data, timely completion of projects, and adherence to the principles of responsible authorship. The FIRST Program website, and the Consortium wide annual meeting will support dissemination. The Louis W. Sullivan Award to an Institution for Inclusive Excellence, and the Donald E. Wilson Award to a FIRST Cohort scholar, will recognize a sustained commitment to IE and the scientific advancement of health equity.

FIRST CEC needs the following from each Cohort institution:

- FIRST Program Committees and Working Groups Contact information for the respective List serves:
  - FIRST Executive Steering Committee (FESC): Contact Principal Investigators and Multi Principal Investigators. (Note, FESC includes NIH Program Officers and Project Scientists from the NIH Office of the Director and sponsoring Institutes and Centers)
  - FIRST PI/MPI WG: Contact Principal Investigators and Multi Principal Investigators
  - Data and Evaluation WG: Evaluator(s)
  - Faculty Core WG: Faculty Core Directors
  - FIRST Communication and Dissemination WG (In progress)
  - Please include the most recent email addresses for members of the Program. This is important as all information/ documents that will be disseminated will be through the email listserv and Microsoft Teams channels.
  - Please email this information to **firstcec@msm.edu**.
- Evaluation Plan and Logic Models
  - Please email your most recent Evaluation Plan and logic model to **firstcec@msm.edu** with the following tag line "**Grantee Institution Name, Logic Model, (Version #- if applicable)**".
- Faculty Core Research Strategy
  - Please email to **firstcec@msm.edu** with the following tag line "**Grantee Institution Name, Research Strategy/Faculty Core, (Version # - if applicable)**".
- IRB
  - Please email a copy of your respective institution's IRB to **firstcec@msm.edu**.
    - Please include the following CITI certificates for all personnel to the email address above:
      - Biomedical and key personnel CITI training
      - Good Clinical Practices (GCP)
- Quarterly Data Reporting
  - When submitting each annual data report to the CEC please make sure that all identifiable data is cleaned.
  - Please label each file as "**Grantee Institution, Cohort #, Quarter #, Year #**"
  - Please email each file to **firstcec@msm.edu**.
- Annual Data Reporting
  - When submitting each annual data report to the CEC please make sure that all identifiable data is cleaned.
  - Please label each file as "**Grantee Institution, Cohort #, Year #**"
  - Please email each file to **firstcec@msm.edu**.
- FIRST CEC Website Document
  - BrandShake Creative is the organization that works with the FIRST CEC for building and maintaining the website for the FIRST Program. Within this packet is a form for each Cohort institution to describe their program for the website.
  - Please email completed file to **firstcec@msm.edu**.

Cohort 1 institutions include five individual institutions and one institutional partnership: Cornell University; Drexel University; Florida State University; Icahn Mount Sinai School of Medicine; San Diego State University; and University of Alabama at Birmingham/Tuskegee University Partnership. These institutions have worked tirelessly with the CEC to produce the Common Metrics, Data Elements, in the current Evaluation Plan, as well as reviewed and provided feedback to the Data Sharing Agreement prior to approval by the FESC on September 8, 2022.

Cohort 2 Institutions are: Northwestern University at Chicago; University of Baltimore MD/University of Maryland SOM Partnership; University of California, San Diego; University of New Mexico; and University of South Carolina.

Welcome, and we look forward to working with each of you!

The FIRST CEC @ Morehouse School of Medicine

Website Template

Institution Name:

Excerpt describing the institution's goals and/or intentions within the FIRST program (30-60 words):

Introduction to the FIRST Cohort Leadership (30-60 words):

List of Cohort Leadership team, including for each person:
- Name
- Accreditation (e.g., Ph.D.)

- Title (e.g., Co-principal Investigator)
- Focus Area (e.g., Administrative Core) (optional)
- Email address (optional)

Introduction to the FIRST Cohort Faculty (30-60 words):

List of FIRST Cohort Faculty, including for each person:

- Name
- Accreditation (e.g., Ph.D.)
- Title
- Department (optional)
- Email address (optional)

News Articles

For each:

- Headline
- Excerpt (30-60 words)
- Link URL

Links

List of link(s) to the institution's site, including for each:

- Link URL