

Guidelines for JHS Vanguard Centers

1. JHS Vanguard Center Eligibility Criteria

- a. Each JHS Vanguard Center is expected to be affiliated with a biomedical/public health research institution.
- b. To apply to become a JHS Vanguard Center, an institution must fulfill the following eligibility criteria:
 - Have an investigator willing to serve as PI for the Vanguard Center and assume responsibility for overseeing security of the JHS data received;
 - Have a data curator to serve as the primary contact for receipt of JHS Vanguard Center data updates and manage JHS datasets for Vanguard Center Investigators.
 - Have additional investigators at the same institution willing and able to collaborate on manuscript and ancillary study proposals and on manuscripts and ancillary studies of cardiovascular diseases among JHS participants.

2. JHS Vanguard Center Application

- a. Investigators interested in submitting an application for a JHS Vanguard Center for their institutions should contact Dr. Arnita Norwood (601-815-5783, afnorwood@umc.edu) to request an application package.
- b. In addition to the above eligibility criteria, factors considered in the selection of a JHS Vanguard Center include: (1) alignment of the research objectives of the applicant with those of the [JHS](#); (2) potential for fruitful collaborations in support of JHS research priorities; (3) commitment to inclusion of under-represented minority investigators and mentees in research teams; and (4) availability of openings for JHS Vanguard Centers.

3. Benefits of JHS Vanguard Centers

- a. JHS Vanguard Centers will enhance the scientific productivity of the JHS by participating in and contributing to JHS collaborations in the development of manuscript and ancillary study proposals and manuscripts.
- b. A Vanguard Center investigator fulfills the definition of a JHS Investigator
- c. Vanguard Centers will receive a JHS Data Package from the JHS Coordinating Center, please see the JHS Vanguard Center Package Contents document for the latest package description.
- d. Distribution of the JHS Data Package to Vanguard Centers is on a semi-annual basis by emailing a secured link to download an encrypted, password protected self-extracting compressed archive file.
- e. JHS Vanguard Centers with expertise and experience in analysis of genetic data and with approved access to JHS dbGap data may request access to genetic data on JHS participants who have provided consent for such collaborations.
- f. The JHS Coordinating Center will assist in answering queries from the Vanguard Centers regarding the JHS data.

4. Responsibilities of JHS Vanguard Centers

Each JHS Vanguard Center is expected to:

- a. Provide its own internal administrative support.
- b. Participate in reviews of: 2 or more manuscript proposals; 2 or more ancillary study

proposals per year; and 2 or more penultimate manuscripts as requested by the JHS Publications and Presentations Subcommittee (PPS) and the Ancillary Studies Subcommittee (ANSS).

- c. Submit at least 2 manuscripts per year to the PPS initiated by the Vanguard Center and involving JHS data.
- d. Submit a semi-annual progress report online on: (1) status of manuscript proposals, ancillary study proposals and active or penultimate manuscripts initiated by the Vanguard Center; and (2) lists of reviews completed for manuscript proposals, ancillary study proposals and penultimate manuscripts.
- e. Work with JHS to improve the JHS Vanguard Center program and experience for others.

Vanguard Centers not fulfilling these responsibilities at the end of each year will be listed as inactive in the ensuing year and will not be eligible to receive JHS data updates.

- Vanguard Centers that remain inactive for more than one year will be retired (i.e., removed from the list of approved Vanguard Centers).
- Retired Vanguard Centers interested in becoming active again must meet eligibility criteria and submit a new JHS Vanguard Center application.

5. Transfer of Vanguard Center

- a. Submit in writing to Dr. Arnita Norwood (601-815-5783, afnorwood@umc.edu) a request to transfer the VC from the current institution to another.
- b. Provide in writing notification that all electronic JHS data at the previous institution have been destroyed 6 months after leaving the current institution.
- c. Complete and submit a new VC application, identifying a data curator and investigators at the new institution and indicating any changes to your proposed research plan.

6. Termination of Vanguard Center

- a. Submit in writing to Dr. Arnita Norwood (601-815-5783, afnorwood@umc.edu) a request to terminate the VC at your current institution.
- b. Provide in writing notification that all electronic JHS data have been destroyed at your current institution within 6 months of termination of the Vanguard Center.

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