

## **VCU Institute of Structural Biology and Drug Discovery Evaluation Material Request**

Instructions: The purpose of the requested material is to provide information about the Institute to the review team that will do a 1 day site visit in early 2007. The review team will consist of 3 outside reviewers and 2 internal reviewers, all selected by the VCU Standing Committee on Institutes and Centers (<http://www.research.vcu.edu/vpr/institutes.htm>). This report will be provided to the reviewers in advance of the site visit. The report should be submitted to the Vice President for Research as MS Word document by December 1, 2006. The material must be presented in the order requested, and in compliance with the indicated page limitations. Reprints of publications appended to the report must be submitted as PDF files named using the Institute member's last name and publication date. The report must be single spaced and typed with a 12 point font. Number pages chronologically, and include a title page and table of contents corresponding to the sections indicated below.

### **Section 1: Creation and Mission (1-2 pages, maximum)**

Describe the rationale and the process of formation of the Institute, including the mechanism of approval (e.g., Board of Visitors). Provide relevant dates.

Describe the founding mission and goals of the Institute and comment on any changes in these over the past 5 years if applicable

### **Section 2: Organization and Governance (no page limit)**

Provide an organizational chart of the Institute indicating the governance and personnel structure.

Provide a narrative on the reporting relationship of the director. To whom does the director report and what is the nature of the reporting relationship? Describe the process used to evaluate the Institute Director. Describe the interface between the Institute and specific schools, and its status within the University.

Describe any organizational infrastructure within the Institute; e.g., Executive committee, etc. List members of such committee(s), and the role and responsibilities of the group.

Using the following headings to create a table, list the membership of the Institute.

Investigator Name -Faculty rank (tenure status)- Department of Primary appointment -Institute membership or role

If the Institute contains core facilities or shared resources that provide specialized research services to its investigators and/or to the institution please describe. Provide information of the operation of the facility, the director, services offered, core equipment/resources, and fees. Provide a usage log (investigator and department, service provided, and any other information deemed relevant) for the past 2 years. Be prepared to produce 5 years of records during the site visit.

Does the Institute have an internal or external Advisory Board? If so, list current members and describe the function of this group. How is this group convened and how frequently does it meet? If this group has been involved in planning and evaluation activities please summarize these activities and be prepared to produce any written reports produced by the group, if requested.

### **Section 3: Space Assignment and Usage (no page limit)**

Provide a space inventory of dedicated Institute space including assigned labs, offices, shared space, clerical space, and conference room(s). Indicate square footage in all cases. Provide individual sq. footage for each room and then a subtotal for each category. Associate the names of the Institute investigators with assigned space.

### **Section 4: Training (no page limit)**

For the past 5 years provide a list of trainees categorized by Institute investigator according to the following categories:

For MS and PhD candidates:

Graduate Trainee name  
Year enrolled in graduate program  
Degree sought or received (date degree conferred)  
Mentor name and department  
Stipend source (if appropriate)  
Project/thesis/dissertation title  
Present position (if graduated)

For postdoctoral trainees:

Postdoctoral name  
Degree and conferring institution  
Mentor name and department  
Begin and end (if appropriate) dates of training  
Project title  
Source of funding  
Present position (if appropriate)

Please list and describe any Institute-specific curricula or University- or SCHEV-approved training programs.

### **Section 5: Sponsored Program Support**

Provide information on competitively funded research support for all Institute scientists. Include only those grants on which the Institute scientist is listed as the principal investigator. This

should include all funded grants for the period 2001-present. Present in tabular format using the following headers. List all grant support including pre- and postdoctoral fellowship awards in this table.

Investigator name

Funding agency

Grant title

Period of Award

Direct costs for entire funding period

Provide a graph of funding trends (direct costs) for the Institute for the past 10 years.

#### **Section 6: Research Productivity (no page limit)**

List by Institute scientist all papers published in peer-reviewed journals during the period 2001-present. Provide full citations for each publication. Use bold font to indicate papers co-authored by Institute scientists.

List by Institute scientists all invention disclosures, patents, copyright registrations, and licenses filed or obtained during the period 2001-present. Provide appropriate titles/descriptions, dates of file or dates of issue, details of status, and any other relevant details.

Up to 3 reprints of key published papers/investigator may be submitted for inclusion with the review materials. These must be submitted electronically as PDF files.

#### **Section 7: Financials**

Provide a breakdown of all university, school, and departmental-provided operating budget over the past 5 years; break down by category on a yearly basis. Include funds for clerical and other positions dedicated to the Institute. Include faculty salaries paid from institute funds and copies of contracts or other documentation of the agreements with home departments or schools to fund these salaries. If indirect costs are returned to the Institute describe the agreement with the unit providing these monies. When was this negotiated? Is it re-negotiated annually? Indicate the amount of indirect costs returned to the Institute on a yearly basis for the past 5 years.

#### **Section 8: Research Summaries ( up to 1 page per Institute investigator)**

A description of the research program of each Institute investigator should be included. This narrative should encompass the scientific goals and objectives of each program, approaches being used, collaborative arrangements, and major accomplishments of the past five years.

#### **Section 9: Executive Summary: Director's Report (2 pages maximum)**

Against the backdrop of the Institute's goals and objectives and its accomplishments of the past 5 years, articulate the value that the Institutes adds to the academic and research mission of Virginia Commonwealth University.

**Section 10:** Biographical Sketches

Include the biographical sketches (strictly following the NIH PHS 398 format) of the director and each Institute investigator.