

WOMEN'S INTERAGENCY HIV STUDY

SECTION 2: ORGANIZATIONAL STRUCTURE

A. CLINICAL SITES (ordered by site identifying number)

1. New York City Consortium – Principal Investigator, Dr. Kathryn Anastos; Project Director, Esther Robison. One site:
 - Montefiore Medical Center
2. State University of New York at Brooklyn – Principal Investigator, Dr. Howard Minkoff; Project Director, Susan Holman. Two subsites:
 - SUNY Brooklyn – STAR Program
 - King's County Medical Center
3. Washington, DC, Consortium – Principal Investigator, Dr. Mary Young; Project Director, Lakshmi Goparaju. Three subsites:
 - Georgetown University Medical Center
 - Montgomery County Health Department
 - Inova Health System of Northern Virginia
4. Los Angeles, Southern California Consortium – Principal Investigator, Dr. Alexandra Levine; Project Director, Yvonne Barranday. Four subsites:
 - USC, Keck School of Medicine
 - Santa Barbara County Department of Health Services
 - Prototypes/W.A.R.N. + Women's Health
 - University of Hawaii – Honolulu
5. San Francisco/Bay Area Consortium – Principal Investigator, Dr. Ruth Greenblatt; Project Director, Nancy Hessol. Four subsites:
 - Highland Hospital
 - EBAC
 - San Francisco General Hospital
 - Mount Zion Hospital
6. Chicago Consortium – Principal Investigator, Dr. Mardge Cohen; Project Director, Kathleen Weber. Four subsites:
 - Cook County Hospital, CORE Center
 - University of Illinois at Chicago
 - Rush-Presbyterian-St. Luke's Medical Center
 - Northwestern Memorial Hospital

B. NATIONAL COMMUNITY ADVISORY BOARD

A Chair and Co-chair of the NCAB are elected annually to serve as representatives to the Executive Committee. NCAB Representatives are also assigned to participate on WG conference calls. NCAB Members are invited to all semiannual WIHS EC Meetings and may attend one “conference of choice” annually, as site budgets permit.

C. WIHS DATA MANAGEMENT AND ANALYSIS CENTER (WDMAC)

Johns Hopkins University, Bloomberg School of Public Health

- Principal Investigator, Stephen Gange, PhD
- Co-Principal Investigator, Elizabeth Golub, PhD
- Project Director, Christine Alden, BA
- Assistant Project Coordinator, Johanna Goderre, BA
- Senior Research Assistant, Eryka Wentz, MA
- Research Assistant, Erin Trupia

Project Tracking. WDMAC is in charge of tracking WIHS projects and updating study management (EC, SCC) twice per year on the status of these projects. This process ensures that investigators are held accountable to follow through with completion of their WIHS proposals. WDMAC also has the following responsibilities: sending letters of approval or disapproval for submitted concept sheets and manuscripts, and assignment of co-authors for WIHS publications (please see the **Publication Policy, MOO Section 3**, for detailed information regarding the assignment of co-authors).

EC/SCC Conference Calls. WDMAC is responsible for soliciting agenda items, and distributing agendas for all EC-Administrative and SCC conference calls. WDMAC is responsible for taking and posting minutes. WDMAC will work with the Chairs of the EC and SCC in performing these duties.

D. NIH INSTITUTES

- NIAID – Program Officer, Joana Roe; Science Officer, Gerald Sharp
- NICHD – Program Officer, Heather Watts
- NIDA – Program Officer, Richard Jenkins (backup, Katherine Davenny)
- NCI – Program Officer, Geraldina Dominguez

E. EXECUTIVE COMMITTEE

All decisions regarding WIHS are made by the Executive Committee (EC). The EC membership includes NIH Program Officers, site and WDMAC Principal Investigators, site and WDMAC Project Directors, and NCAB representatives. Voting members include the seven PIs, the four NIH Program Officers, and the NCAB chair (for a total of 12 votes).

F. SCIENTIFIC ADVISORY BOARD

This group was replaced by the Scientific Chairs Committee at the beginning of WIHS IV.

G. SCIENTIFIC CHAIRS COMMITTEE (SCC)

The SCC was formed to aid in the planning, implementation and execution of new WIHS science during phase IV of the WIHS grant cycle. Goals of the SCC are to improve the quality of WIHS science and analytic methods, to ensure that projects are completed

efficiently and in a timely manner, and to encourage collaboration between WIHS and external investigators.

1. **RESPONSIBILITIES**

The primary goal of the WIHS Scientific Chairs Committee (SCC) is to improve the quality of science occurring in the WIHS. To do this, the committee will:

- Provide multi-disciplinary review to improve the depth and impact of key submitted concept sheets. Due to time constraints, not every concept sheet will be reviewed in depth by this group – instead, the SCC Chair, who will serve as the “Principal Investigator Reviewer” for high-priority projects, the EC Chair, and the WDMAC PI will together identify those proposals that should be circulated/reviewed/discussed among SCC members (see process below). This group will also identify connections between submitted concepts and projects and encourage collaboration between investigators working on similar proposals.
- Identify, monitor and keep focus on a short list of the highest priority research within WIHS, helping to ensure there are no barriers to completion of these projects. The EC will be consulted in the event that WIHS investigators require mediation regarding scientific priority of individual projects.
- Serve as a forum for discussing and initiating new science. This includes working together to develop new concept sheets (particularly multidisciplinary concepts) and/or identifying external investigators who might be invited to join selected working group or SCC conference calls in order to discuss development of new concept sheets. This also includes encouraging collaboration between WIHS and other studies.
- Participate in planning for WIHS semi-annual meetings, including taking responsibility for planning scientific symposia and developing meeting agendas.
- Identify and disseminate potential funding opportunities.
- Convene groups of people external to WIHS for periodic, targeted review of the WIHS scientific agenda. This could be done on a rotating basis among project areas and should be planned for in advance.
- Provide an annual draft budget to the WIHS EC for WIHS science budget priorities.

2. **CHAIR**

- The SCC initially determined a Chair and a Co-chair, who now both serve as Co-chairs.
- Commitment of the Co-chairs will be for at least one year. This commitment may be extended if the group sees fit and the current Co-chairs are willing.
- The Co-chairs will coordinate the agenda (with WDMAC’s help) for all SCC conference calls and in-person SCC meetings.
 - WDMAC will solicit for agenda items one week prior to the call. The items will be forwarded to the Co-chairs for approval. Additions will be made by the SCC Co-chairs as necessary.

- WDMAC will distribute the final agenda. WDMAC will take minutes for the call and distribute the minutes.
- A Co-chair will serve as the Principal Investigator Reviewer (PIR) for concept sheets deemed as high-priority to help facilitate the review process, ensuring that high-priority concept sheets are forwarded to the appropriate expert(s) (when necessary) for review, that connections with ongoing WIHS projects are identified, and that timely responses are received.
 - The Co-chairs will be responsible for consulting with experts in the area of scientific significance, WIHS Project Directors, and WIHS genetics and lab specialists when possible/necessary, to ensure these projects are reviewed thoroughly and promptly.
 - The Co-chairs will also be in charge of working with Drs. Gange (the WDMAC PI) and Minkoff (the EC chair) in identifying these high-priority projects.
- The Co-chairs must attend every EC-Admin call (third Tuesday of every month) to report significant scientific issues that were brought up on the SCC calls. (Please note that minutes from the SCC calls will be circulated to both the SCC and EC and posted on the WIHS Administrative web site.)

3. SPECIFIC ACTIVITIES OF SCC

- First Tuesday of each month (10-11:30 a.m. ET): All SCC members are required to attend the full WIHS Scientific Chairs Committee conference call. Program Officers are invited, but their participation is optional. The call will be hosted by the SCC Chair. The agenda and minutes will be prepared and distributed with WDMAC assistance.
- Third Tuesday of each month (10-11:30 a.m. ET): The SCC Co-chairs are required to attend the WIHS EC-Administrative conference call, along with all PIs, PDs, and Program Officers. The call is chaired by WIHS EC Chair (Minkoff). The agenda and minutes will be prepared with WDMAC assistance. As part of this call, the current status of concept sheets and any publication updates will be given. CS with overdue or questionable reviews may be discussed on the call.
- There will be a separate closed SCC meeting at each semiannual WIHS meeting.
- SCC members will attend two joint calls per year with the EC to discuss, review and finalize WIHS core visit protocol changes (usually in January and July of each year).
- Members will hold periodic face-to-face meetings, as necessary.
- Members will continue to participate in ongoing working group calls and correspondence.
- The SCC will submit short monthly reports via monthly conference call and comprehensive semiannual reports during meetings, to the EC, regarding what science is targeted for high priority tracking. Minutes from SCC calls will be posted to the WIHS Administrative web site.

- The SCC will convene separate conference calls or meetings to discuss science specific to particular WIHS working groups or investigators, external investigators, or Program on an as needed basis.
- The SCC will be available to the EC to coordinate additional, expert review of concept sheets or manuscripts.

4. **MEMBERSHIP**

- Site and WDMAC PIs – Kathy Anastos, Howard Minkoff, Mary Young, Alexandra Levine, Ruth Greenblatt, Mardge Cohen, and Stephen Gange.
- Four NIH Program/Science Officers – Gerald Sharp (NIAID), Heather Watts (NICHD), Geraldina Dominguez (NCI), and Katherine Davenny (NIDA) (Richard Jenkins as backup).
- Scientific WG Chairs – Audrey French (Epidemiology), Nancy Hessol (Cancer), Robert Kaplan (Cardiovascular), Alan Landay (Pathogenesis), Pauline Maki (Neurocognition), Yvonne DeSouza (Laboratory/Specimen), Brad Aouizerat (Genetics), Marion Peters (Liver/Hepatitis), Howard Strickler (HPV), Phyllis Tien (Metabolics), and Tracey Wilson (Behavior/Substance Use).
- Ex Officio members – Elizabeth Golub, Christine Alden, Johanna Goderre and Eryka Wentz.

5. **SUPPORT**

- Additional funding support (e.g., percent effort) for these activities will be provided for the SCC members, if needed, out of the WIHS scientific budget.
- WDMAC will take and post minutes of the SCC calls and assist in the coordination of semiannual EC meetings.

Please see Appendix A for a diagram of the WIHS organizational structure.

H. WIHS WORKING GROUPS

Working groups are in charge of providing expert input to the WIHS EC and SCC on specific areas of form and protocol development, as well as scientific initiatives.

1. **ADMINISTRATIVE WORKING GROUPS**

- National Community Advisory Board (NCAB) – rotating chair
- Project Directors – rotating chair
- Data Management – rotating chair
- Laboratory/Specimen – chair, Yvonne DeSouza
- WIHS Specimen Allocation Committee (WSAC) – chair, Marek Nowicki

2. SCIENTIFIC WORKING GROUPS

- Behavior/Substance Use – chair, Tracey Wilson
- Cancer – chair, Nancy Hessol
- Cardiovascular Disease – chair, Robert Kaplan
- Epidemiology – chair, Audrey French
- Genetics – chair, Brad Aouizerat
- Hepatitis /Liver Disease – chair, Marior Peters
- HPV – chair, Howard Strickler
- Pathogenesis – chair, Alan Landay
- Metabolics – chair, Phyllis Tien
- Neurocognition – chair, Pauline Maki

I. WIHS COMMUNICATIONS PROCEDURES

1. RESOLVING INQUIRIES WITHIN WIHS SITES

The WIHS Manual of Operations was designed to address most questions pertaining to study operations and protocols. There are times, however, when unusual or unpredictable situations arise that may require further explanation than what is addressed in the operations manual. In these cases, staff members at the WIHS sites are encouraged to bring their questions and concerns to their local Project Director (or her designee).

When a question requires further clarification, the site's Project Director should redirect the question to WDMAC. All inquiries should be addressed to the WDMAC Project Director (Christine Alden) or Assistant Project Coordinator (Johanna Goderre). They can be contacted by phone or e-mail (calden@jhsph.edu or jgoderre@jhsph.edu).

2. COMMUNICATION BETWEEN WDMAC AND WIHS SITES

All project-related correspondence and communications between field sites and the coordinating center are documented and filed at WDMAC. WDMAC uses two types of correspondence to document and communicate information to field staff: (a) numbered communication memos; and, (b) site-specific memos. (See distribution details below.)

If an inquiry pertains to an important matter involving all WIHS field staff, then a *numbered communication memo* will be written and distributed study-wide. Any site-specific inquiries (not necessarily pertaining to all WIHS sites), which involve important protocol clarification issues, will be addressed via a *site-specific memo*.

- a. **Numbered Communication Memos.** These important memos are numbered to ensure that each one has been received and filed appropriately by the WIHS sites. If a memo is lost or misplaced, site staff should download that memo from the WIHS Administrative web site. Each numbered communication memo should be filed on-site in a Communication Memo Book. Each WIHS site (including all subsites) should have a current Communication Memo Book that is easily accessible to site staff for reference. WDMAC distributes the numbered communication memos via email to the following WIHS personnel:

- NIH Program Officers, Principal Investigators, Project Directors, NCAB Representatives, Working Group Chairs, Site Data Managers, and other Site-Specific Personnel.

NOTE: It is the responsibility of the Project Directors to ensure that all WIHS staff members in their respective consortium are given copies of the numbered communication memos (i.e., site coordinators, administrative staff, lab personnel, abstractionists and protocol-specific staff, etc.). Please contact WDMAC to add site personnel to the distribution list.

- b. **Site-Specific Memos.** Questions or problems from a site staff member should be sent via email to the WDMAC Project Director (Christine Alden, calden@jhsph.edu) or the WDMAC Assistant Project Coordinator (Johanna Goderre, jgoderre@jhsph.edu). WDMAC will then respond to the staff member who made the original inquiry, via email. The staff member who made the inquiry should share WDMAC's response with other site staff, if appropriate.

J. DISTRIBUTION OF STUDY-WIDE CORRESPONDENCE AND MATERIALS

In addition to communication memos, which pertain specifically to field operations, WDMAC may deliver other necessary documents via first class U.S. Mail, Priority Mail, FedEx and email. The method used will depend on the time-sensitivity of the material and/or the recipient's preferred method of receipt. In order to facilitate timely and efficient distribution, sites should inform WDMAC of all staffing changes (i.e., name, title, address, phone, fax, email address, etc.) via the online directory (on the Administrative web site).

The WIHS Administrative web site and Forum are two separate entities. You can access the Forum from the WIHS web site, but, because the Forum is a separate entity, you will need to log in a second time with your Forum-specific password. All posting of WIHS concept sheets, manuscripts and abstracts takes place on the WIHS Forum.

The Administrative web site provides study information (outlined below). The Forum is where concept sheets, manuscripts and abstracts and their reviews are posted. In addition, the Forum contains the working group bulletin boards, where working group correspondence and minutes from the groups' meetings are posted; both the WIHS and the MACS working group conference call monthly schedules; visit changes; potential funding opportunities; conference opportunities; requests for funding; WIHS IV drafts and documentation; helpful WIHS information, such as lists of transfer IDs, dropped IDs, etc; and Apollo bugs.

Please see WIHS Communication Memo #435, e-mailed on April 1, 2005, for more information on using the Forum.

There is also a Public WIHS web site. This site is used for the dissemination of information to the general public, without use of a password.

The address for the unrestricted **Public** web site is <http://statepiaps.jhsph.edu/wihs/>. This page is accessible to the general public.

The address for the restricted **Administrative** web site is <http://statepiaps.jhsph.edu/wihs/admin/>. This page is accessible only to WIHS personnel with a valid password assigned by WDMAC.

The address for the **Forum** is http://statepiaps2.jhsph.edu/WIHS_forum/index.php. This page is accessible only to WIHS staff with a valid password assigned by WDMAC.

Please contact WDMAC for assignment of IDs and passwords for WIHS Admin web site and Forum access for new investigators.

1. WIHS ADMINISTRATIVE WEB SITE

The WIHS Administrative web site contains links to various WIHS study materials.

- 1) LINKS LOCATED ON LEFT, DARK PURPLE BAR (ACCESSIBLE FROM ALL PAGES WITHIN THE SITE):
 - **Home** – This link takes the user back to the home page of the WIHS Administrative web site.
 - **Forum** – This link takes the user to the WIHS Forum. A separate login for the Forum is required.
 - **WIHS News** – This link contains information that is of interest to investigators, such as information on new working groups, WIHS semiannual meetings, and other relevant WIHS-related information.
 - **Directory** – This is the electronic version of the WIHS staff directory. Additions or changes to the directory should be submitted to WDMAC by using the form located in this page.
 - **Publications** – This page contains four links:
 - The *WIHS Dossier*, a PDF, in presentation form, of selected WIHS publication data. This presentation is updated every six months, prior to the semi-annual WIHS EC meetings.
 - The *WIHS Archives*, a PDF list of all WIHS publications. This list is updated in real time.
 - The *WDMAC Report*, a PDF, in presentation form, of selected WIHS data. This report is generated every six months, prior to the semi-annual WIHS EC meetings. As the Report contains unpublished data, it should not be shared with non-WIHS investigators.
 - The *WIHS/MACS Searchable Database*, where users can search for a MACS or WIHS publication by keyword.
 - **Presentations** – Contains all available presentations presented at the WIHS EC and joint WIHS/MACS semiannual in-person meetings.
 - **WIHS Public Web Site** – This link takes the user to the WIHS Public web site.
- 2) LINKS LOCATED UNDER EC/INVESTIGATOR RESOURCES:
 - **Concept Sheet Information** – This link contains PDFs of approved WIHS concept sheets. They are categorized by year and by topic. There are also links to Excel spreadsheets containing CS co-authors and all approved CS.

- **Dossier** – The WIHS Dossier, a PDF, in presentation form, of selected WIHS publication data. This presentation is updated every six months, prior to the semi-annual WIHS EC meetings.
- **EC-Admin Conference Call Dates** – List of scheduled EC-Admin conference call dates for the current year.
- **EC Minutes** – This link contains EC-Administrative conference call minutes for the current year.
- **EC Minute Archives** – This link contains Scientific and Administrative EC conference call minutes categorized by year, from 1997 to the year prior to the current year. Please note that minutes for all other conference calls (e.g., WG) are posted to the forum. Minutes for other conference calls taken prior to 2005 can be found in the “old bulletin boards” link, in the EC/Investigator Resources section.
- **Forms** – This link contains all of the forms investigators will need to fill out for concept sheets, manuscripts, abstracts, conference call requests, and notification of the publication of his or her manuscripts.
 - ❖ The current version of the *Concept Sheet Submission Form*. This form should be used for the submission of all proposed concepts to WDMAC. Concept sheets submitted on the wrong form will be returned to the author to be resubmitted on the correct form.
 - ❖ The current version of the *Manuscript Submission Form*. This form should be used for the submission of all manuscripts to WDMAC. Manuscripts submitted on the wrong form will be returned to the author to be resubmitted on the correct form.
 - ❖ The current version of the *WIHS Publication Submission Form*. This form should be used for the submission of all publication notifications to WDMAC. Use this form when a manuscript is submitted to a journal, and then again when the manuscript is either published or rejected by the journal. This form will help WDMAC keep track of all WIHS publications and will ensure they are properly archived.
 - ❖ The current version of the *PIR Concept Sheet Review Form*. This form should be used by Principal Investigator Reviewers (PIRs) when reviewing a concept sheet. This form should be posted as a reply to the original concept sheet thread on the WIHS Forum.
 - ❖ The current version of the *PIR Manuscript Review Form*. This form should be used by Principal Investigator Reviewers (PIRs) when reviewing a manuscript. This form should be posted as a reply to the original manuscript thread on the WIHS Forum.
 - ❖ The *Conference Call Request Form*. This form contains information on requesting a new conference call and should be submitted to Erin Trupia (etrupia@jhsph.edu) to request arrangement of a survey or conference call.

- ❖ The *DNA Repository Checklist Form* must be filled out upon approval of a concept sheet requesting DNA from the WIHS DNA Repository, and sent to the WDMAC Project Director. This form will then be forwarded to the Genetics working group chair.
 - ❖ The *Repository Request Checklist Form* must be filled out prior to submitting a specimen request. This form should be sent to the WDMAC Project Director.
 - **Investigator Information** – This link contains information for internal and external investigators.
 - ❖ Long and short WIHS acknowledgments
 - ❖ Oral substudy acknowledgements
 - ❖ Definition of HAART
 - ❖ Investigator guidelines
 - ❖ Requesting WIHS specimens
 - ❖ Publication policy
 - ❖ Contact persons for the WIHS
 - ❖ Links to the following: RePORTER; HIV Protease Database; NIH RFA Home Page; searchable publication database; NA-ACCORD; WIHS genetic consents
 - **Old Bulletin Boards** – This link contains all old WIHS bulletin boards – all scientific, community, EC and visit changes boards – prior to implementation of the WIHS Forum.
 - **Presentations** – Contains all available presentations presented at the WIHS EC and joint WIHS/MACS semiannual in-person meetings.
 - **Requesting WIHS Specimens** – Instructions for requesting specimens from the WIHS central repository, as well as links to specimen request forms.
 - **Working Group Members** – Contains a list of all currently active WIHS working groups, including the groups’ members and chairs.
- 3) LINKS LOCATED UNDER SCC RESOURCES:
- **Charter Document** – Link to the SCC charter, including information on SCC responsibilities, selection of a chair, membership, and revisions to the concept sheet review process.
 - **SCC Conference Call Dates** – List of scheduled SCC conference call dates for the current year.

- **SCC Minutes** – Minutes from SCC conference calls and in-person meetings for the current year.
 - **SCC Minute Archives** – This link contains SCC conference call minutes categorized by year, from 2008 to the year prior to the current year.
 - **Publications** – This page contains four links:
 - The *WIHS Dossier*, a PDF, in presentation form, of selected WIHS publication data. This presentation is updated every six months, prior to the semi-annual WIHS/EC meetings.
 - The *WIHS Archives*, a PDF List of all WIHS publications. This list is updated in real time.
 - The *WDMAC Report*, a PDF, in presentation form, of selected WIHS data. This report is generated every six months, prior to the semi-annual WIHS EC meetings. As the Report contains unpublished data, it should not be shared with non-WIHS investigators.
 - The *WIHS/MACS Searchable Database*, where users can search for a MACS or WIHS publication by keyword.
 - **WIHS IV Review Comments Document** – Review comments from the study section review of the WIHS IV scientific agenda.
 - **WIHS IV Scientific Agenda** – The WIHS IV scientific agenda submitted for the WIHS IV renewal.
- 4) LINKS LOCATED UNDER STUDY ADMIN / TRAINING:
- **Certifications** – Certification history for body habitus training, interviewer evaluations, neurocognitive training, and WIHS laboratories.
 - **Clinical Training** – Links to training documentation for: DXA procedures, blood pressure measurements, the gynecological and breast exam, lipodystrophy training, neurocognitive training, the oral exam, and the visual inspection guide.
 - **Communication Memos** – This link contains all WIHS communication memos categorized by year from 1998 to present. There is also a link on this page to a list that describes the contents of each communication memo.
 - **Data Management Training** – Links to training documentation in the following categories:
 - **Use of WIHS Data** – Data Distribution Schedule; Overview of WIHS Data Collection Forms; Overview of WIHS Summary Files; How to use the Data CD; and Guidelines for Processing Viral Load Data.
 - **Visit Scheduling** – Visit numbers and time intervals; and Description of calendar based visit schedule.

- **Miscellaneous** – List of WIHS subsites; Role of the Data Coordinating Center; How to Request Specimens; and WIHSIDs of Dropped Participants.
- **Apollo** – Overview of Apollo; and How to Use the Apollo Query Function.
- **Data Availability** – Provides information on the data available in the WIHS. Provides specific information on WIHS data collection overview; core data collection; medication use; substudies; definitions; Biospecimen Research Database; blood collection and processing; blood collection tubes and assay compatibility; assays; and other.
- **Interviewer Training** – Links to interviewer training documentation:
 - **Interview-related Research principles (presentation and notes).**
 - **Training and Evaluating Interviewers in the WIHS (presentation and notes).**
 - **Neurocognitive Protocol Interviewer Training**
- **Pronunciations** – Audio and visual pronunciation guides for medications and other terminology used in the WIHS interview (under construction).
- **Visit Forms & MOO** – This link contains complete sets of WIHS forms and manuals of operations by visit. It also contains a link to Excel spreadsheets with the most recent form and QxQ versions and the most recent response card versions.
- **Visit Training** – This link contains visit changes and training documentation categorized by visit number.
- **WAT Tutorials** – The WAT (WDMAC Analysis Tutorials) are designed to enhance the programming community within WIHS; providing a common foundation of knowledge, language and understanding to programmers at each WIHS center. WAT highlights valuable programming tools developed for the SAS platform (under construction).

5) LINKS LOCATED UNDER DATA MANAGEMENT:

- **Apollo Information** – Links to Apollo user tasks by month, and Apollo user information presentations.
- **Codebooks** – Links to all WIHS codebook files, visit 7 through present. Overviews and codebooks for all WIHS summary files.
- **Variable Index Files** – Links to Excel spreadsheets containing all variables from both the raw form files and the WIHS summary files.
- **WIHS Visit Intervals & Data Distribution**

b. WIHS Forum

- 1) The WIHS Forum is composed of the following main forums (for more information on using the Forum, please refer to communication memo # 435):

- **Concept Sheets** – This board contains concept sheets posted for EC review and approval. The WDMAC Senior Research Assistant is in charge of posting all concept sheets. Personnel should click on the appropriate concept sheet thread to view and post comments. Contains a sub-forum for WHIN-related proposals and P01 projects.
- **Manuscripts** – This board contains manuscripts posted for EC review and approval. The WDMAC Senior Research Assistant is in charge of posting all manuscripts. Personnel should click on the appropriate manuscript thread to view and post comments.
- **Requests for Funding** – Contains NIAID unobligated funding proposals and NIDA funding proposals by year/cycle. This board also contains progress reports for projects supported by unobligated and NIDA funding.
- **WIHS IV Drafts and Documentation** – Contains draft sections of the WIHS IV renewal application; the final scientific agenda; and the study section comments. Contains sub-forums for biosketches for WIHS IV core investigators and WIHS IV Scientific Agenda progress reports.
- **WIHS Working Groups** – This board contains all of the working group bulletin boards. Minutes, action items and other information that pertains to each group should be posted under the respective bulletin board. Notes from STATEPI programmers meetings are included on this forum as a password-protected thread, “STATEPI.”
- **Visit Changes** – This board contains changes, comments and revisions to forms and protocols for upcoming visits. All proposed changes should be posted by the deadline specified in the visit timeline communication memo. Prior to the start of a new visit, the EC and SCC will review all comments posted and decide which will be implemented for the new visit. Old visit changes boards (prior to visit 23) can be accessed on the WIHS Administrative home page in the “old bulletin boards” link (begins with visit 17).
- **MACS Conference Calls** – This board contains a list of MACS working group conference call times and call-in information. This information is posted every month.
- **WIHS Conference Calls** – This board contains a list conference call times and call-in information. This information is posted every month.
- **Abstracts** – This board contains information on upcoming HIV and AIDS conferences. It also contains abstracts from WIHS investigators. These abstracts should be reviewed by EC members within one week of posting.
- **Funding Opportunities** – This board includes announcements about upcoming external funding opportunities for all WIHS investigators.
- **Conference Opportunities** – This board includes conference announcements and calls for abstracts.

- **Helpful WIHS Instructions** – This board includes helpful information, such as lists of transfer ids, visit windows, dropped ids, etc., as well as information on how to subscribe to bulletin boards on the WIHS Forum. WIHS personnel with access to the Forum may post helpful information to this board as they see fit.
- **Apollo Bugs** – Apollo users can report bugs found during use of the Apollo data entry system.

2) ADDITIONAL FORUM FEATURES:

- **User CP** – The user can edit his or her signature, email address, password, profile, as well as set up event reminders and much more. The user may also subscribe to a particular forum to be notified when new posts are made to that forum.
- **FAQ** – This link contains generic questions and answers about features on the Forum.
- **Members List** – This link contains the usernames of all WIHS personnel who have access to the forum.
- **Calendar** – This link contains times, dates and call in information for all MACS and WIHS conference calls. It is updated every month.

PLEASE REMEMBER TO LOG OFF OF THE FORUM WHEN FINISHED.

For technical questions or problems regarding access to the WIHS Administrative web site or Forum, contact Eryka Wentz at ewentz@jhsph.edu, or Won Yoo at wwoo@jhsph.edu. For assignment of a username and password to the WIHS Administrative web site or Forum, please contact Eryka Wentz. **Individuals are encouraged to post their own documents directly to the Forum.**

Individual sites are encouraged to develop their own local web sites. WDMAC will provide a link to these sites from the WIHS Public web site. Maintenance and control of these local resources are the responsibility of sites, not WDMAC.

c. WIHS Public Web Site

The WIHS Public web site (<http://statepiaps.jhsph.edu/wihs/>) provides the general public with information about the WIHS and its sponsors, the WIHS National Community Advisory Board (NCAB), contact information for WIHS personnel, and an archive and searchable database of WIHS publications. It is also a place where outside investigators can find information on collaborating with and submitting proposals to the WIHS. WIHS participants may also use the site to find links to the WIHS clinic of which they are a member.

K. PROCEDURES FOR IMPLEMENTATION OF PROPOSED NEW PROTOCOLS AND FORMS

a) Timeline

All proposals for new protocols should be submitted to the EC and, as of WIHS IV, the SCC, for review as a concept sheet (see the Publication Policy, Section 3 in the MOO, for further information). The EC and the SCC will evaluate relevance to WIHS

core aims and hypotheses and determine if there is duplication with other WIHS initiatives. A clear, practical and focused proposal is necessary for the EC and SCC to adequately evaluate the success of a protocol. The concept sheet should serve as a starting point for the final protocol.

- i. Any site(s) or investigator(s) interested in starting a new protocol or form should discuss this with their site PI and the appropriate working groups. These consultations should take place at least six months prior to the start of the new visit at which implementation is anticipated. The working groups will evaluate the protocol and forms for feasibility at least three months prior to the start of the visit.
 - ii. Drafts of new protocols and forms are due to WDMAC prior to the time of the EC's approval call. This call takes place approximately three months prior to the start of a new visit (i.e., in January for visits starting April 1, and in July for visits starting October 1) and is announced in the visit timeline communication memo.
 - iii. Form revision and integration of a new protocol into the core WIHS protocol will take place over the next month following EC approval.
 - iv. New protocols and forms are sent to the sites for a piloting period two months before the start of a new visit, if appropriate.
 - v. New protocols and forms are finalized one month prior to the start of a new visit.
- b) All protocols must include information on the following:
- i. Purpose
 - ii. Hypotheses and scientific aims
 - iii. Background and significance
 - iv. Study procedures or research design and methods
 - v. Local IRB approval
 - vi. Eligibility of sites and participants
 - vii. Equipment and supplies, if necessary
 - viii. Scheduling of a separate visit or incorporation into the core visit
 - ix. Specimen collection, methods, and shipping
 - x. Data reporting
- c) Proposals for additional specimen collection

If the protocol requires additional specimen collection beyond those specimens typically collected at the core visit, the Project Director and Lab/Specimen working groups should review the protocol. Concept Sheet and protocol authors should consider and address the following questions prior to submission to the EC and SCC for review:

- Are fasting specimens preferred? How long should participants fast prior to the draw? Cite reasons for fasting if necessary, e.g., ways in which non-compliance would confound results.
- Suggestions for integration into existing WIHS core blood draw order.
- Describe preferred collection methods, for example:
 - i. Venous blood should be collected into an SST by standard phlebotomy techniques.
 - ii. Let blood clot 30 minutes in a vertical position.
 - iii. Within one hour of blood collection, centrifuge SST for ten minutes in a swinging bucket centrifuge or 15 minutes in a fixed angle centrifuge at 1,100 to 1,300 X gravity.
 - iv. Aliquot 1 mL of serum into an appropriately labeled cryovial.
 - v. Freeze cryovial within eight hours of collection. Refrigerate separated serum prior to freezing.

d) Proposals for additional laboratory testing

If the concept sheet/protocol requires clinical laboratory testing, the Project Director and Lab/Specimen working groups should also review the protocol. The scientific writers of the protocol should research and provide the following information prior to review by the EC and SCC:

- How will test results be reported to WDMAC?
- Test name(s) and expected results
- Testing facility (2 Contacts, Phone, Fax, Email, Shipping Address)
- Testing facility's test code
- Preferred and alternate draw tube type(s)
- Preferred and alternate sample type(s)
- Minimum volume to run assay/test once
- Recommended specimen volume
- Laboratory Fee: \$/sample

Sample acquisition by testing facility:

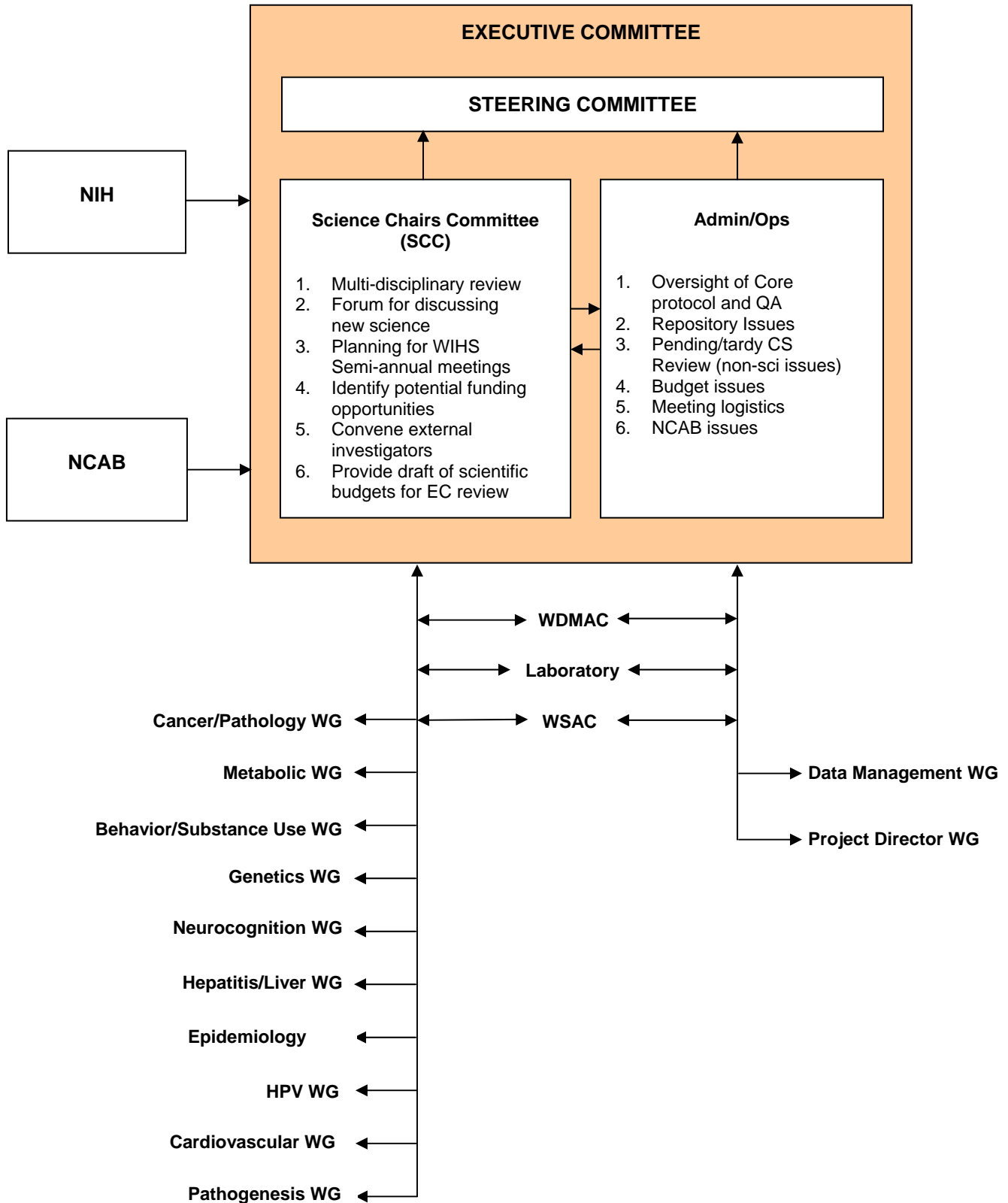
- Who will provide supplies to collect and process specimens?
- What are courier / shipping costs?
- Will specimens be centrally or locally tested? If centrally, what shipping schedule should suit the needs of the sites and the testing facility? How will sites be billed for testing?
- What are shipping and manifest requirements?

e) Working Group Review

Appropriate working groups should be given ample time to review the draft protocol, e.g., if a concept sheet or protocol pertains to cancer research, a draft should be reviewed by the Cancer working group prior to submittal for EC/SCC review. The PD and Lab/Specimen working groups should also be consulted early in the

development process for assessment of feasibility and practical issues regarding implementation of a protocol.

APPENDIX A: OVERVIEW OF WIHS ORGANIZATIONAL STRUCTURE



APPENDIX B: WIHS PUBLICATION PROCESS

Investigator has an idea for a new study or analysis (based on the WIHS publication protocol). . .

1. **Write a concept sheet** by filling out the *concept sheet submission form* and submit to WDMAC (wdmac@jhsph.edu) for posting and EC/SCC review. Please complete the form in full.
 - a. If the submitted concept sheet is regular priority, it is assigned a Principal Investigator Reviewer (PIR) as well as the following, if needed: a Project Director Reviewer (PDR), if new protocol or site burden is being proposed; a Lab Reviewer (LR), if collection of new specimens, or withdrawal of specimens from the central repository is proposed; and/or a Genetics Reviewer (GR). Regular priority concept sheets are given a 12-day review period for all EC/SCC members and a deadline of two weeks for the PIR. If the concept sheet is deemed high-priority, the SCC serves as the primary PIR and the concept should be posted and placed as an item of discussion on the next SCC conference call, and the minutes from the discussion should be posted on the forum.
 - i. Site-specific concept sheets involving only one site do not need review by a PIR, but do require approval by the site's Principal Investigator. The site's Principal Investigator should post approval to the respective thread on the forum. The concept sheet will be circulated as usual. Site-specific concepts sheets will be assigned a PIR, PDR, LR and/or GR if central WIHS resources (e.g., funding, repository specimens, WDMAC analysis time, etc.) are being requested.
2. **A README number is assigned after approval, and the research/testing phase begins.** WDMAC is responsible for assigning the README number. This number will be used in all ensuing communication regarding the project through publication. Upon approval, WDMAC determines whether or not a concept sheet requires co-authors from all the sites and if so, is in charge of soliciting for and posting co-authors.
 - a. Ideal time frame of project progress after EC approval (please note that these time frames will vary if a project requires specimen withdrawal, new protocol implementation, etc., but investigators should proceed with manuscript writing as soon as possible and without delay):
 - i. Obtain data set = 0.5 to one month after approval
 - ii. Writing group/co-authors established = two weeks to one month after approval
 - iii. Preliminary statistics = two months after approval
 - iv. Draft of manuscript = three months after approval
 - v. 2nd draft of manuscript with co-author comments = three to four months after approval
3. **Manuscript submission** – the ensuing manuscript is due four months to one year after the concept sheet approval date. Please email the full, co-author-approved manuscript, along with a lay language summary and *manuscript submission form* to WDMAC, (wdmac@jhsph.edu), for posting.
 - a. All manuscripts are assigned a PIR, whether from site-specific or core concept sheets. The review period for manuscripts is two weeks.
4. **Journal submission** – after a manuscript is approved by the EC, and all co-authors have approved the final version, the investigator may submit the manuscript to a journal of his or her choosing. The investigator must keep WDMAC up-to-date regarding the status of submission and rejection/approval notifications, as WDMAC tracks and notifies the EC and SCC upon acceptance and/or publication of a scientific article. The lead investigator of the manuscript should provide WDMAC with the full final citation, along with a PDF version of the published paper. Data sets should also be sent to WDMAC upon publication for archival purposes.