

Guidelines for Jackson Heart Study Vanguard Centers

1. Jackson Heart Study (JHS) Vanguard Center (VC) Eligibility Criteria

- a. Each JHS VC is expected to be affiliated with a biomedical/public health academic research institution.
- b. To apply to become a JHS VC, a research institution must fulfill the following eligibility criteria:
 - o Have an investigator willing to serve as Principal Investigator (PI) for the VC and assume responsibility for overseeing security of the JHS data received;
 - o Have a data curator to serve as the primary contact for receipt of JHS VC data updates and manage JHS datasets for VC Investigators;
 - o Have additional investigators at the same institution willing and able to collaborate on manuscripts and ancillary studies of cardiovascular diseases in the JHS;
 - o Provide documentation of the proposed VC/institution's data security policies and procedures; and
 - o Have an authorized institutional representative complete a JHS VC Data Use Agreement (DUA).

2. JHS VC Application

- a. Investigators interested in submitting an application for a JHS VC at their institution should contact the JHS Coordinating Center (CC) at jhsccrc@umc.edu to request an application package.
- b. In addition to the above eligibility criteria, factors considered in the selection of a JHS VC 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 based on the applicant's research collaboration record and/or past performance as a JHS VC, if applicable;
 - 3) commitment to inclusion of underrepresented minority investigators and mentees/trainees on research teams; and
 - 4) need for an additional JHS VC as determined by the JHS CC.

3. Benefits of JHS VCs

- a. JHS VCs will participate in the scientific productivity of the JHS and contribute to enhancing the knowledge base of cardiovascular health related conditions among African Americans.
- b. JHS VCs will receive a JHS VC Data Package and updates from the JHS CC.
- c. JHS VCs will have access to the JHS CC for queries regarding JHS data and research collaborations.

4. Responsibilities of JHS VCs

- a. Provide their own internal administrative and data curation support.
- b. Provide a copy of their institution's data security procedures.
- c. Provide a description for monitoring approved access to local JHS VC data package.
- d. Develop and maintain a data request and access log.
- e. Review JHS manuscript proposals (2+/year), ancillary study proposals (1+/year), abstracts

- (2+/year) and penultimate manuscripts (2+/year) as requested by the JHS Publications and Presentations Subcommittee (PPS) and the Ancillary Studies Subcommittee (ASSC).
- f. Lead and complete (submit to PPS) penultimate manuscripts based on JHS data (2+/year).
 - g. Mentor underrepresented minority trainees (1+/year).
 - h. Submit semi-annual progress reports in a timely manner on JHS VC activities (use template provided) to jhsccrc@umc.edu.
 - i. Convene regular meetings of the JHS VC research team and keep the VC's institution research community apprised of the resources and research opportunities of the JHS VC.
 - j. Affiliate with one or more JHS Working Group (WG) through regular attendance of WG conference calls and participation in research activities of the WG, such as the development of manuscript proposals, abstracts, manuscripts, and presentations. See <https://www.jacksonheartstudy.org/Research/Collaborations> for a list of the JHS WGs.
 - k. Work with the JHS to improve the JHS VC program.

JHS VCs not fulfilling these responsibilities at the end of each year will receive an inactive status notice.

- ***JHS VCs that remain inactive for more than one year will be retired (i.e., removed from the list of approved JHS VCs,) and required to destroy the VC data package.***
- ***Retired JHS VCs interested in becoming active again must meet eligibility criteria and submit a new JHS VC application.***

5. Requests for Change of PI for the VC

- a. Submit in writing to the jhsccrc@umc.edu a request to change the PI of the VC with a reason for the change, the expected date of the change, along with:
 - i. An NIH biosketch for the new/proposed PI for the VC
 - ii. A DUA for the incumbent/proposed PI

6. Requests for Transfer of VC between Institutions

- a. Submit in writing to the jhsccrc@umc.edu a request to transfer the VC from one institution to a new eligible institution.
- b. At the time of the request, provide written notification that all electronic JHS data at the previous institution were or will be destroyed within 90 days of leaving the institution.
- c. Complete and submit a new JHS VC application, identifying the PI, a data curator and investigators at the new institution, and indicating any changes to the proposed research plan.

7. Requests to Terminate a VC

- a. Submit in writing to the jhsccrc@umc.edu a request to terminate the JHS VC at the current institution with a reason for the termination.
- b. At the time of the request, provide written notification that all electronic JHS data, at the institution where the JHS VC is being terminated, have been destroyed or will be destroyed within 90 days of the date of the request.