Council of Principal Investigators (CPI)

Meeting Minutes

Thursday, May 19, 2022, 4:00 p.m. – 5:30 p.m., Microsoft Teams

Members in attendance:	Katherine Dondanville, Randolph Glickman, Asma Khan, David Libich, Daniel Lodge, Susannah Nicholson, Darpan Patel, Mark Shapiro, Susan Weintraub
Members Absent:	Armen Akopian, Gregory Collins, Charles France, Bess Frost, Adam Salmon
Alternates Present:	Carie Boychuk (Bess Frost alt.), David Maguire (Charles France alt.)
Guests:	Dr. Joseph Schmelz (Assoc. VP of Research Administration) Debbie Cole and Kip Locke, representatives of Labarchives, LLC, San Marcos, CA

The main topic of this meeting was institutional and individual compliance with the new NIH Data Management and Sharing (DMS) Policy that will become effective for new NIH grants on January 25, 2023. The meeting was opened by Dr. Lodge, who turned the meeting over to Dr. Schmelz. Dr. Schmelz introduced Debbie Cole and Kip Locke, representing Labarchives, LLC, a company that has developed and marketed an electronic lab notebook (ELN) product that they presented as a possible tool for partially complying with the DMS Policy.

1. **Background to the DMS Policy and the Labarchives ELN. (Presented by Kip Locke)**
- Mr. Locke noted that the Labarchives ELN has 700,000 users worldwide.
- The Labarchives ELN makes it easier on researchers to maintain electronic records and is valuable to institutions to maintain research integrity and data protection.
- The new NIH DMS Policy states that data produced by research funded by NIH grants of $500K or more in direct costs are to be made available for sharing with other investigators. A Sharing Plan describing how the data will be shared and maintained must be included in the grant proposal, or else a compelling reason why the data cannot be shared must be provided.
- The new DMS Policy discusses possible means for implementation of data sharing.
- The method of sharing will depend on the type of data produced in the research project.

2. **What is Labarchives (the ELN)? (Presented by Debbie Cole)**
- The electronic lab notebook is a both a cloud-based data storage system and an organizer and scheduler.
- Several UT System components are using the Labarchives software.
- Ms. Cole described the essential features of the Labarchives ELN, noting that the primary function is to help researchers record, organize, and control access to their data, while also supporting ancillary functions such as IP protection.
- Multiple methods for data entry were described.

- Ms. Cole indicated that an ELN can be an important component to help with compliance with the NIH DMS Policy that will be in effect early next year. An ELN can store data, generate Persistent Unique Identifiers (PIDs) for indexing data, and serve as a data repository enabling data to be shared with other researchers.
- A discussion followed the presentation by the Labarchives representatives.
    - How can different data formats be input into the ELN? Ans: The system is very flexible and can accommodate many formats.
    - How is access controlled? Ans: This will be determined by the users.
    - Who pays for the repository that provides storage of the data? Ans: The Institution does.
    - Who owns the data? Ans: The researcher does.
    - Relating to the last question, the Labarchives representatives stated that the data can be portable, e.g., if the researcher moves to another institution, their data can move with them, as it belongs to the researcher.
    - In addition, the data can be downloaded or removed according to the needs of the user. (Individuals can purchase a license for the product if they wish)
- Dr. Schmelz concluded the topic of data sharing by stating that there will be extensive discussion and consideration of options within the institution in order to understand the requirements of the new DMS policy and to work out a plan for compliance.
- This concluded the Labarchives presentation and the discussion about the NIH DMS Policy. The guests left the meeting.

3. **CPI Business**
- The minutes from the previous CPI meeting were not ready for review and will be circulated to CPI members at a later date.
- There was no report from the Communications Officer.
- On-going concerns:
    - Issues with the new Travel Policy continue. In particular, travelers are encountering difficulties with long delays waiting for travel approval (up to 45 days, in some cases).
    - Dr. Weintraub also reported travel issues. She noted that travel to a program project meeting in Puerto Rico was considered "foreign travel," resulting in very high cost of airline tickets due to approval delays.
- Dr. Lodge will keep in touch with Dr. Schmelz about DMS Policy Compliance and how mechanisms for data sharing and maintenance will be implemented at this institution.
- The next CPI meeting will be on June 16. The topic will be management of IP, presented by the Office of Technology Commercialization, represented by John Gebhard and/or John Fritz.

- No additional new business was introduced, and the meeting was adjourned at 5:07 p.m.