

ARTICLE I. Purpose

The purpose of these bylaws are to establish an orderly procedure whereby the Center for Biomarker Research and Precision Medicine (BPM) can exercise its duties and responsibilities as an academic state of the art research entity at Virginia Commonwealth University.

ARTICLE II. The name of the entity

The full name of the entity is The Center for Biomarker Research and Precision Medicine. For administrative system such as RAMSPOT where the number of characters are limited the name may be abbreviated as Biomarker Res & Precision Med. In other occasions the name should be abbreviated as BPM. Other abbreviations are not encouraged.

ARTICLE III. Mission statement

To alleviate the tremendous personal, familial, and societal burden of mental illness and substance use disorders by using state-of-the-art technologies to identify molecular markers that can be used to develop new medications and tailor treatment to individual patients.

ARTICLE IV. Organization and leadership

The BPM is headed by a Director and an Associate Director. The Director is appointed by and reports to the Dean of the School of Pharmacy. The Associate Director is appointed by the Director with the approval of the Dean.

ARTICLE V. Membership

The BPM mission prosper through dynamic and innovative research programs. Therefore, the BPM research teams are characterized by ample cross disciplinary knowledge from VCU schools including expertise in molecular biology, neuroscience, genetics, statistics, computer science, psychiatry, psychology, pharmacology and pharmaceuticals. The research teams are further enhanced by visiting investigators and external collaborators at nationally and internationally renowned institutions in academia, healthcare and industry.

Investigators (students, trainees, staff or faculty) with research interests that align with the BPM mission may consider joining BPM as Key Investigators, Affiliated Investigators or as Affiliated Research Partners. Specifically:

Section 1. Key Investigators. Investigators with a primary affiliation in BPM (stated in their VCU contract letters), who are actively leading research projects that align with the BPM mission are considered Key Investigators. Affiliated Investigators (see definition in Article V, Section 2) who fulfill all

responsibilities for Key Investigators outlined in these bylaws may seek Key Investigator status by written request to the BPM leadership.

Section 2. *Affiliated Investigators.* Individuals affiliated with VCU, but with a primary affiliation other than in BPM, whose research is aligned with the BPM mission may seek Affiliated Investigators status by contacting the BPM leadership. Affiliated Investigators need to actively contribute to the BPM mission to maintain their affiliated status.

Section 3. *Affiliated Research Partners.* Individuals not employed by VCU, collaborating with Key or Affiliated Investigators on projects relevant to the mission of BPM, who are interested in utilizing the BPM dry-lab resources may seek Affiliated Research Partner status by contacting the BPM leadership.

ARTICLE VI. Resources and opportunities for investigators

Members of BPM enjoy access to a number of resources and opportunities. Specifically:

Section 1. *Access to the laboratories.* Key Investigator status or Affiliated Investigator status is required for utilizing the BPM research environment and facilities. The wet-lab research environment at BPM was established by and is maintained with academic collaborative efforts, where faculty have contributed different components of the research environment. After approval from the responsible faculty and based on availability, investigators (Key or Affiliated) may be granted access to the laboratories at the actual costs to BPM for the use of the instrumentation and related personnel costs.

Section 2. *Access to advanced instrumentation.* Advanced instrumentation may only be handled by approved personnel. BPM is not a core facility. However, investigators (Key or Affiliated) are encouraged to engage in collaborative efforts where advanced instrumentation is handled by BPM staff, or other trained personnel approved by the BPM leadership.

Section 3. *Waiver of instrumentation costs.* Key Investigators may request instrument run costs to be waived by contacting the BPM leadership. The waiver is based on the availability of funds, the amount of the run costs and the amount of indirect costs contributed by the Key Investigator.

Section 4. *Access to data and data analysis tools.* The dry-lab research environment at BPM, takes advantage of the VCU Center for High Performance Computing in conjunction with extensive data storage, obtained

and sustained by the BPM. After approval from the BPM leadership, user accounts that allows for access to selected data sets and analysis tools may be established for BPM's investigators (Key or Affiliated Investigators and Affiliated Research Partners).

Section 5. *Support with grant material.* The main financial support for BPM is obtained from direct or indirect grant funding. Thus, correctly prepared grant budgets that cover all actual costs for use of instrumentation and data storage, including any associated staff costs, is critical. The BPM leadership and staff will assist investigators (Key or Affiliated) with relevant sections of grant budget calculations. Similarly, information describing the research environment can be provided.

Section 6. *Highlighted accomplishments in media.* The BPM web site and related social media channels feature activates related to the BPM mission. The presented information includes all BPM investigators (Key and Affiliated) and highlights their research programs and accomplishments. These media outlets may be utilized to communicate new research findings, accomplishments and/or other relevant information to the community.

Section 7. *VCU awards and applications.* Investigators (Key or Affiliated) may provide nominations, suggest requests and prepare application material for any mechanisms for which BPM has the opportunity to contribute applications. The intention of these requests should be to enhance the research environment at the BPM. Requested items are prioritized following a vote among the investigators. Following the support of the Director, the prioritized requests are put forward to the appropriate school/office for further evaluation and prioritization.

Section 8. *Student/trainee awards.* Investigators (Key or Affiliated) may nominate students/trainees for BPM research awards. The intention of these awards are to enhance the research mission of BPM. The number of awards and the amount of the awards are based on availability of funds. Nominated individuals are prioritized following a vote among the Key Investigators and awarded following final approval by the Director.

Section 9. *Pilot project awards.* Key investigators may apply for BPM pilot awards to support pilot projects of critical value for upcoming grant applications. The number of awards and the amount is based on availability of funds. Proposals are prioritized following a vote among the Key Investigators and awarded following final approval by the Director.

ARTICLE VII. Responsibilities and requirements for all BPM investigators

The utilization of the BPM environment comes with basic responsibilities and requirements.

Section 1. *Report of achievements.* All investigators (Key and Affiliated) should provide information of obtained funding, new publications and other achievements on an annual basis (no later than June 30) to be used for the BPM annual report.

Section 2. *Acknowledge affiliation in published work.* All investigators (Key and Affiliated) should include BPM as an affiliation in published work when BPM resources have been utilized. Key investigators are required to use BPM as their primary affiliation.

Section 3. *Laboratory usage.* All investigators (Key and Affiliated) should provide information about number of runs/durations of usage of the wet-laboratory space and instrumentation using procedures in place for this purpose.

Section 4. *Web site information.* All investigators (Key and Affiliated) should provide relevant information and pictures to be used for the BPM web site. Updates may be provided by the investigator on an as need basis and may be requested as required by the leadership.

Section 5. *Special events.* All Investigators (Key and Affiliated) are strongly encouraged to attend special BPM hosted events related to research, community outreach and fundraising when invited.

Section 6. *Grant subaccounts and subcontracts.* All investigators (Key and Affiliated) are required to ensure that proper subaccounts and subcontracts are established. Key Investigators wishing to collaborate on sponsored research with individuals outside BPM (within VCU) are required to establish proper subaccounts. Similarly, Affiliated Investigators that propose extensive use of the BPM research environment are required to establish proper subaccounts directly to BPM for those components. Proper subcontracts to BPM are required for any work involving external research partners or other external collaborators.

Section 7. *Grant affiliations.* Key Investigators should submit their grants with their home unit indicated as BPM. The indirect costs, which are determined by the rules and regulations set by the Dean of School of

Pharmacy, are utilized to maintain the BPM facilities and further advance the BPM mission.

ARTICLE VIII: Amendments

Section 1. Proposed amendments to these bylaws may be submitted, in writing, to the BPM leadership. The leadership should arrange a vote among the Key Investigators within 30 days of recite of the proposal.

Section 2. The amendments shall become effective immediately upon approval by a majority of the Key Investigators and after the approval of the BPM leadership, and the Dean of the School of Pharmacy.

ARTICLE IX: Ratification of the Bylaws

Bylaws approved by the BPM leadership and by the Dean of the School of Pharmacy to become effective <<< date of approval >>>.