



Center Style Guide

FOR THE MOST CURRENT GUIDELINES REFER TO www.LACATS.ORG

LA CaTS Center
Administration
6400 Perkins Road
Baton Rouge, LA 70808

Phone: 225-763-2850
Fax: 225-763-2976

info@lacats.org

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Section 1: Center Brand and Identity

All Louisiana Clinical and Translational Science Center (LA CaTS) initiatives support our mission, which is to: *“encourage, support, and expand clinical and translational research through partnerships among researchers and with the people we serve.”*

Center Brand

A successful brand will reinforce who we are among a broad stakeholder base. The LA CaTS brand will be built on the Center’s reputation. Our brand will work to emphasize the qualities that distinguish this Center from others by means of a coherent and consistent visual and verbal identity. Our brand will also help us to enact the strategies and the tools that are necessary to create a transformative change for Louisiana.

Our hope is that LA CaTS will become known as Louisiana’s home for a community of scholarship and the statewide point of entry for accessing clinical and translational (C/T) research resources, education and information. We also want to be known in the geographic communities that we serve as the place where people can get information about a C/T research initiative or learn more about participating in a clinical trial.

Center Identity: Built on Consistency

The LA CaTS Center Style Guide will provide our members with guidelines so that we work together and provide the consistent visual identity and coherent verbal messages that will be critical for developing the LA CaTS Center Brand.

Visual and Verbal Identity for the Center: Implementing Guidelines

Responsibility for interpreting and implementing the guidelines for LA CaTS branding, including visual identity and verbal messaging, has been placed with the Administrative Core.

We understand that, as a partnership comprised of independent institutions, with each having its own set of policies, complete uniformity may be difficult. However, all LA CaTS member institutions agree that working as a team to leverage the LA CaTS Center brand also benefits each member institution. For this reason, every member institution is expected to comply with the visual and verbal identity components set forth in this guide, as well as media guidelines. We also ask that member institutions consult with the LA CaTS program coordinator before working with outside vendors on graphic design, production, photography, video production or printing. Doing so will help our Center's leadership implement the branding program effectively and consistently.

Acronym Pronunciation

Phonetic spelling and pronunciation of the acronym LA CaTS: "Lah Kats"

Written Acronym

LA CaTS (LA CaTS = Louisiana Clinical and Translational Science)

Section 2: Graphic Standards Manual

Visual Identity

The LA CaTS Center visual identity has many components including color, graphic elements, layout designs and visual presentation materials, which are discussed in this section. In short, a visual identity encompasses much more than a logo. All members are asked to adhere to the guidelines presented in the manual. Many of the templates presented in the manual are available to members by accessing the Center's SharePoint site.

Authorized LOGO

Although it is not the only component of an organization's visual identity, the logo is often the most recognized component of a visual identity. So, it is important to remember that a logo in itself is not a brand, instead it is a visual representation that can symbolize an organization's brand. Graphic and visual consistency in logo use and design is crucial for developing a recognizable connection between a logo and an organization. Please use the LA CaTS Center logo consistently in accordance with the following guidelines:

To ensure a consistent identity for the LA CaTS Center, logos have been developed for use by faculty, employees and promoters. The logo consists of a large "Fleur de Lis", Large "C", small "a", large "TS" using Copperplate Bold typeface. "LA CaTS" is displayed on the first line which contains a silhouette of a Fleur de Lis in gold and "LOUISIANA CLINICAL & TRANSLATIONAL SCIENCE CENTER" on the second in all caps Futura MD BT Bold typeface.

Logo Variations

There are three (3) color schemes that are available for use: full color, black type, and reversed white. To download the logos visit the download page on the LA CaTS website or the Center's SharePoint site.



Official Colors

The color versions of the logos may be printed in the specified PMS colors or in a process color conversion of those PMS colors.



Description: LA CaTS Blue
RGB Hexadecimal: #266397
CMYK %: 90,62,19,31
Pantone Matching System colors (PMS): 7462 C



Description: Fleur de Lis Gold
RGB Hexadecimal: #CFBC39
CMYK %: 22,20,94,01
Pantone Matching System colors (PMS): 7758 C



Description: Gray Line
RGB Hexadecimal: #999999
CMYK %: 43,35,35,14
Pantone Matching System colors (PMS): Cool Gray 7 C

Reversed Logo

To use the logo in reverse form against a dark background, use the artwork provided on the LA CaTS website or SharePoint site.

Exceptions: The LA CaTS Center encourages the use of the color palette above, however black and reversed white logos are allowed when necessary.



Logo Placement and Sizing

Minimum clear area: When LA CaTS logos are used in marketing materials together with photography, illustration, or other typography, a minimum amount of clear space must surround the logo. The space is equivalent to the width of the lower portion of the "LOUISIANA CLINICAL & TRANSLATIONAL SCIENCE CENTER".

Reproduction Sizes

The logo may be reduced in size to suit the use, but the scale of the elements should be retained.

The image should not be reduced to less than 1.5 inches in printed width or 160 pixels wide for websites. The image may be enlarged to any size that maintains the quality of the image output.

For logo sizes larger than those that are provided, please email info@lacats.org for assistance.

Improper Uses of the LA CaTS Center Logo

To maintain a clear identification, the logo should generally appear proportionally isolated from other graphic elements. Furthermore, the composition of the logo may not be altered in any way.

DO NOT distort the proportions of the logo.



DO NOT recreate approximations of the logo. Use the logo files provided.



DO NOT change the logo to a multicolored palette. Use the black-and-white or monochromatic versions provided.



DO NOT apply special graphic effects to the logo.



DO NOT place other graphics on or close to the logo. The logo must not be obscured by intersection lines, rules, shadows, screens, or other graphic devices. Note the minimum clearance area cited under the “Logo Placement and Sizing” section.



DO NOT manipulate or extract elements of the logo. The LA CaTS Center logo should be used in its entirety.



DO NOT reduce the resolution. Resolution loss occurs when users try to physically enlarge a small graphic. Always begin with the highest resolution image possible and reduce the size. Never enlarge.

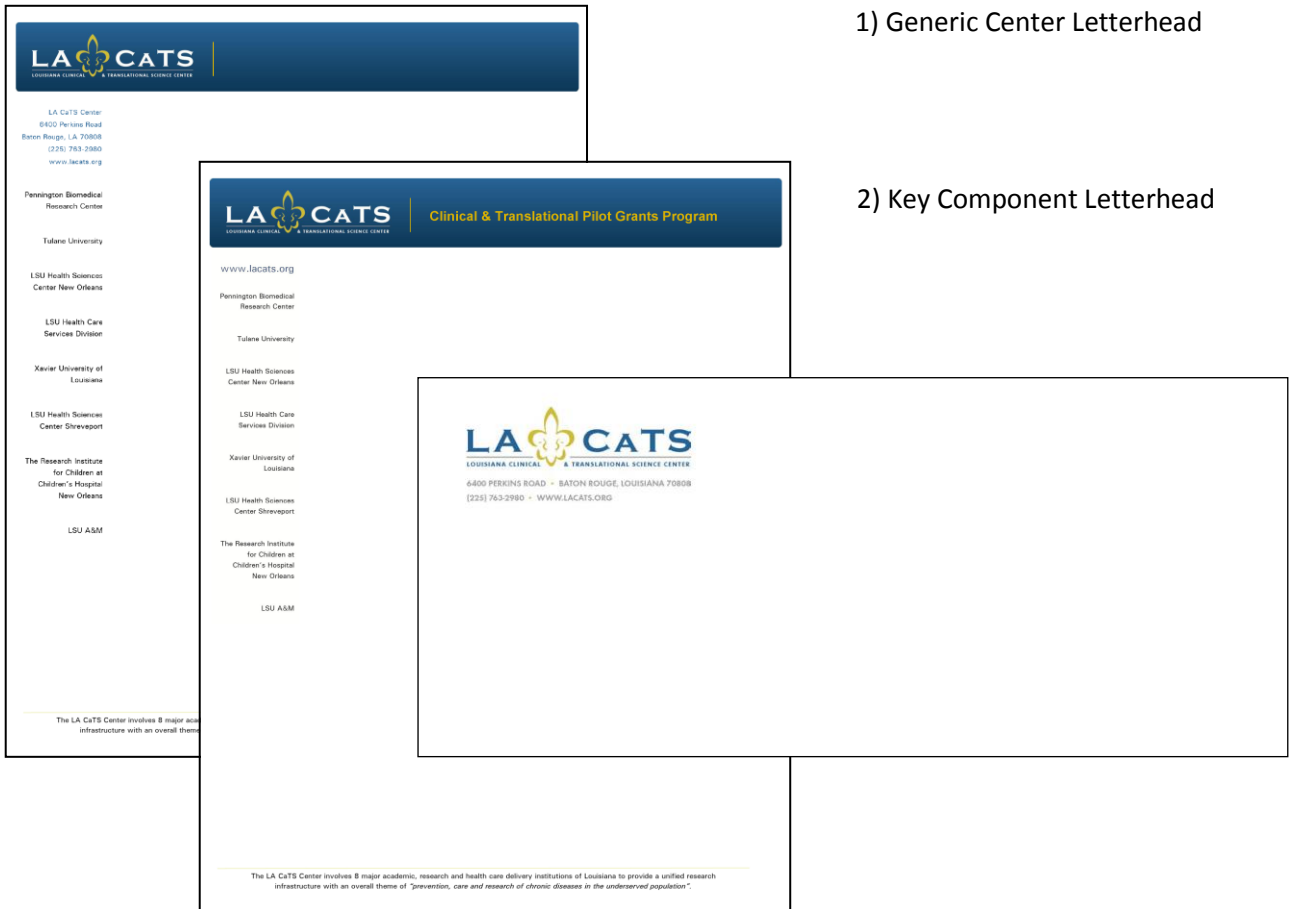


If you need any assistance with logos and graphics, email info@lacats.org

LA CaTS Center Letterhead

Personnel working in LA CaTS Center Key Components may use the LA CaTS stationery and letterhead. Two options are provided: 1) a generic letterhead for the Center, with a solid blue banner at the top of the page; and, 2) a variation designed for each specific key component, which is identified in gold letter print as a secondary locator on the blue banner at the top of the page. The stationery is designed for 8 ½" x 11" white paper. Examples are provided below.

Letterhead and Envelope (examples)



LA CaTS Center Key Components

The Center is comprised of 10 key component activities (KCA) that are also known as a core or resource and are listed below. Each KCA has a vital and unique function for carrying out the LA CaTS Center's mission and facilitating Center operations. An over view of each KCA is provided in the Communicating with Stakeholders Section 3 of the style guide.

- Administrative Core
- Clinical and Translational Pilot Grants Program
- Clinical Research Education, Mentoring and Career Development Core
- Biostatistics and Epidemiology Core
- Clinical Research Resources
- Community Engagement and Outreach Resource
- Biomedical Informatics Core
- Ethics and Regulatory Knowledge Resource
- Health Literacy Core
- Technology Resources Core

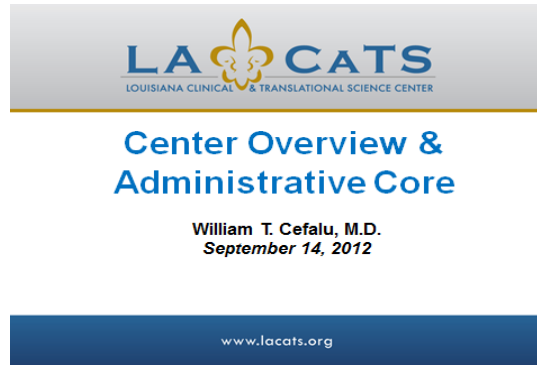
Signage

Signage may be required to identify offices or units that are associated with the LA CaTS Center. The proportions of the sign are based on the configuration of the logo and the application of the secondary locator as shown on the letterhead. The signage may be adjusted as required by location standards, but must be approved prior to production. For all sign design requests, the LA CaTS Signage Request Form must be completed and sent to info@lacats.org. This form is located on the Center SharePoint site for members. Or a form may be requested by e-mail to info@lacats.org. An example of an internal sign is provided below.



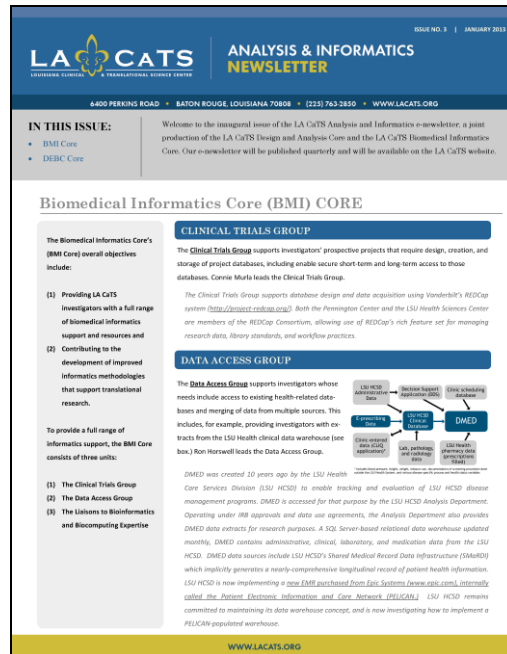
PowerPoint Template

Part of developing a strong visual identity, is maintaining consistency in the appearance of presentations made by the Center and key component directors and staff. A PowerPoint template is available to Center and key component directors and staff and can be accessed through the Center's SharePoint site.



Newsletter Guidelines

LA CaTS Center-wide and/or specific KCA newsletters provide information and links for communicating with stakeholders and special interest groups. The technology resources core is involved in graphic design and layout for all newsletters. Design templates are used to ensure consistency and appearance. All Information for newsletters and a request for development and layout must be submitted to info@lacats.org. Below is an example of a template.



Section 3: Communicating with Stakeholders

LA CaTS Center *Vision*

Our vision for Louisiana encompasses the strengths and capacities unique to each member institution and represents a unified, comprehensive approach for targeting *prevention, care and research of chronic diseases in the underserved population*. The eight institutions, working together through the LA CaTS Center, are committed to harnessing the existing clinical research strengths in the Gulf Coast region into a vital growing enterprise, capable of and dedicated to, addressing Louisiana's unique health problems.

Our Mission

Encourage, support and expand clinical and translational research through partnerships among researchers and with the people we serve.

Building Our Reputation and Our Brand

While our mission statement describes the essence of what guides our work everyday, there's also the underlying understanding that, as we learn and discover, we share knowledge with a broad and expanding stakeholder base. Our stakeholders include researchers, scholars, students, educators, administrators, policy makers, study participants and the community-at-large. Our reputation will be shaped by stakeholder perceptions about the LA CaTS Center, including whether or not the Center is known as an accessible and reliable resource that is used by more and more people. These widely held stakeholder perceptions will form the foundation for how we are known, what people think we offer and what we do – in other words, *our brand*.

Our hope is that the LA CaTS Center will be known as Louisiana's home for creating a community of scholarship and the statewide point of entry for accessing clinical and translational (C/T) research resources, education and information. We also want to be recognized by the geographic communities that we serve as the place where people can get information about a C/T research initiative or learn more about participating in a clinical trial.

General information and Talking Points

Consistency is important for presenting information about the Center if we want our messages to be remembered. For the convenience of faculty and staff working with the LA CaTS Center, general information about the Center, each key component and the topic of translational research is provided below.

About the LA CaTS Center

- The Louisiana Clinical and Translational Science (LA CaTS) Center provides an infrastructure across the academic institutions of Louisiana to facilitate research in chronic disease prevention and improved health care in underserved populations. The LA CaTS Center's mission is to: ***encourage, support, and expand clinical and translational research through partnerships among researchers and with the people we serve.***
- The LA CaTS Center is comprised of four Primary Collaborating Institutions:
 - Pennington Biomedical Research Center (Pennington Biomedical),
 - LSU Health Sciences Center-New Orleans (LSUHSC-NO),
 - Tulane Health Sciences Campus (TUHSC), and
 - LSU Health Care Services Division (HCSD);Also participating are four Research Partners:

- LSU Health Sciences Center-Shreveport (LSUHSC-S),
- Xavier University of Louisiana (XU),
- Research Institution for Children at Children's Hospital (RIC), and
- LSU in Baton Rouge;

The Center also partners with the Medical University of South Carolina.

- William Cefalu, M.D., serves as the principal investigator (PI) and director of the LA CaTS Center. Dr Cefalu is also the executive director of Pennington Biomedical Research Center.
- The LA CaTS Center is funded by a five-year NIH grant and involves eight (8) major academic, research and health care delivery institutions in Louisiana. These eight institutions are working together to provide a unified research infrastructure with a theme of *prevention, care and research of chronic diseases in the underserved population.*
- The NIH Institutional Development Award Program for Clinical and Translational Research (IDeA-CTR) grant 1 U54 GM104940 funds the LA CaTS Center. Member institutions also support LA CaTS activities.
- The LA CaTS Center's three primary goals (specific aims) are to create the necessary infrastructure that works to increase the critical mass of clinical and translational researchers, support the next generation of clinician scientists, and strengthen community relationships:

1: Create a collaborative infrastructure for clinical and translational research both within and across participating institutions. We work to enhance and share clinical research facilities and support all aspects of the research, education, and community engagement infrastructure required to establish and sustain a statewide culture supporting integrated translational and clinical research.

2: Increase the critical mass of investigators performing clinical and translational research. We work to integrate existing faculty, coordinating new faculty recruitment across institutions, training faculty and pre- and post-doctoral trainees to expand their competence and comfort in clinical and translational team research, and by involving clinic-based physicians in the communities we serve.

3: Improve and sustain bi-directional relationships with our communities. We work to assess the needs of vulnerable populations, understand those needs based on two-way communication, and promote the appreciation for and involvement in clinical research among the population we serve.

- LA CaTS services are prioritized for COBRE/INBRE mentees; LA CaTS pilot grant awardees, roadmap and merit Scholars; and, emerging junior investigators at member institutions. Senior investigators entering a translational field or pursuing a clinical focus may also access resources upon availability. While there are many no-cost services, investigators are encouraged to contact KCA leaders to discuss consultation and possible associated cost for specific services.

About each Key Component Activity (KCA)

The work of the LA CaTS Center is carried out through 10 key component activities, which are also called cores or resources. Each KCA has a vital and unique function for carrying out the Center's mission and facilitating Center operations. A brief overview of each KCA is provided below. Please note this information was developed primarily for member institution staff, or academic, medical or investigator audiences.

1. Administrative Core – Purpose is to (a) establish effective Center-wide internal operation and governance, (b) maintain required budgetary and reporting compliance, and (c) provide tools to build a culture and a brand for the LA CaTS Center that effectively support the Center's mission. The Administrative Core is the central point of contact for the LA CaTS Center.

The Center is composed of institutions from across the state. This core provides the leadership and structure to ensure that LA CaTS Center activities are coordinated across (a) member institutions and (b) the KCAs. The focus is on facilitating integration and ensuring effective two-way interaction with stakeholders. The Center's governance and advisory structure convened by this core includes the Internal Advisory Committee, External Advisory Committee, Steering and Executive Committee, and the LA CaTS Scientific Review Board.

The Administrative Core provides leadership for developing and advancing messages to inform both internal and external stakeholders. The Core also receives stakeholder feedback. Our Stakeholders include COBRE and INBRE Scholars; researchers; LA CaTS KCA staff; all involved institutions, governing and advisory committees; public policy-makers; participants in LA CaTS Center

activities; the National Institutes of Health (NIH) program office; and, our partner in South Carolina.

2. Clinical and Translational Pilot Grants Program - Purpose is to (a) provide direct and significant financial support to Louisiana researchers for competitive pilot projects, (b) facilitate in-kind support across collaborating institutions, and (c) help awardees obtain education and training to enhance their potential for long-term success as independent translational investigators. This program supports pilot, feasibility and collaborative research studies of significance and impact that would increase an investigator's competitiveness for extramural NIH R01 funding. The long-term goal of this program is to develop a critical mass of senior scientists and promising young investigators in Louisiana who are trained in translational research (especially those participating in the existing COBRE/INBREs located in the state). The Pilot Grants Program KCA promotes and supports promising translational projects at linked academic sites, and encourages and supports those who propose novel research methodologies.

Aims are to: 1) Provide support for promising clinical research and translational projects among the collaborating institutions especially those that demonstrate collaboration among various institutions and among multiple disciplines. 2) Increase the critical mass of scientists in Clinical and Translational (C/T) research, including junior faculty interested in clinical research & senior faculty moving research toward a clinical focus. 3) Identify, solicit, support projects with novel technologies/hypotheses at basic/clinical levels to enhance discovery, translational research and commercialization potential. For more information on the submission process, e-mail info@lacats.org.

3. Clinical Research Education, Mentoring and Career Development Core - Purpose is to provide clinical and translational (C/T) research education by building on the existing educational and training structures at LSU, Tulane and Pennington Biomedical, as well as within the Louisiana COBREs and INBRE. This core works to provide training and support to enrich and accelerate the careers of LA CaTS Center scholars, use informative metrics and assessment tools to track their progress and foster Best Practices in C/T Research Education & Training. The core also works to develop a pipeline to interact with students and INBRE trainees.

A focus is on enhancing and facilitating the interactive and trans-disciplinary career development of the next generation of translational researchers. While our COBRE Scholars have been highly successful in their basic research endeavors, there have been fewer endeavors of patient oriented translational research from our COBRE community. One of our objectives is to enhance the C/T productivity through the LA CaTS Center by offering successful clinical research curriculum, seminars, mentoring standards, and research milestones to best serve the needs of individual COBRE/INBRE. The long-term vision is to have an integrated education system that produces trained researchers in Louisiana with the breadth of understanding of the requirements and rigors of clinical research across the T1 through T3 research spectrum.

4. Biostatistics and Epidemiology Core - Purpose is to assemble specialists, who are available at our institutions and the University of South Carolina, to assist clinical and translational (C/T) investigators with design, epidemiology and biostatistic analysis needs. We focus on creating a coordinated resource that can match a specialist's individualized skills and interests with an investigator's study-specific research needs. This resource's aims are to: 1) Consolidate and expand the critical level of proficiency in epidemiology and biostatistics resources for C/T research at participating institutions. 2) Train future C/T researchers in objective good practice scientific investigation employing efficient study design & quantitative methods; and, 3) Participate in continuing education and develop new epidemiologic and statistical approaches targeted to improve analytical methods for LA CaTS Center -supported basic, clinical and population research data.

5. Clinical Research Resources (CRR) - Purpose is to utilize and add to the existing clinical research infrastructure at Louisiana institutions in Baton Rouge, New Orleans and also the LSU HCSD clinical sites throughout the state. The CRR manages Center research resource offices and provides facilitators to assist clinical and translational (C/T) research teams. CRR also provides a center-wide recruitment core to identify and retain clinical trial participants. By linking infrastructure elements across lead & collaborating institutions, the CRR facilitates and maintains a seamless approach for supporting clinical research.

The objective is to provide the technical expertise and infrastructure that allow multidisciplinary research teams to apply new knowledge and techniques to patient care and improve outcomes. CRR operates with identical standard operating procedures and facilitates interactions between investigators and all Center key components, with attention given to the COBRE and INBRE programs in the state. In addition, CRR works closely with the Community Engagement & Outreach Resource to ensure Center members & scholars interaction with the Community Advisory Boards and train in community-based participatory research (CBPR).

6. Community Engagement and Outreach Resource (CEOR) - Purpose is to provide a bridge between scientists and the geographic community by establishing Community Advisory Boards in New Orleans and Baton Rouge, and providing training in community-based participatory research (CBPR). The goals are to have: 1) A strong CBPR culture demonstrated by ongoing relevant bi-directional and trustworthy partnerships with communities; and, 2) established, integrated community research networks in Baton Rouge and New Orleans providing necessary collective guidance to accelerate the discovery of public health interventions. This core works to identify researchers who are currently active in the community; b) hold information sharing retreats for specific audiences (e.g. researchers, community organizations; c) deliver capacity-building training; and, d) establish a secure on-line portal for consultation.

7. Biomedical Informatics Core (BMI) - Purpose is to provide effective biomedical informatics support and raise awareness in the Center's investigator community of BMI resources and their understanding of how BMI enhances

research. This resource will make electronically captured information available to allow for tracking patients, feeding into a data warehouse to support the measurement and reporting required for the disease management programs, QI studies, and health services research. BMI provides project-by-project BMI support, enabling our Investigators to participate in state & national research collaborations.

Core Aims are: 1) Provide BMI resources to LA CaTS investigators by merging existing BMI expertise at institutions, coordinating & assuring continuous BMI support for research. 2) Adopt applications (e.g., REDCap, i2b2), enabling LA CaTS investigator to participate in broader translational initiatives. 3) Implement plan to extend range of projects conducted by COBRE/INBRE researchers. 4) Stimulate development of improved informatics methods and applications directly relevant to translational research. 5) Identify & adopt best BMI practices & methods to collaborate with other translational centers, particularly our South Carolina partner, to improve BMI support for translational research.

8. Ethics and Regulatory Knowledge Resource (ERKR) – Purpose is to provide a bridge for enhancing regulatory support and ethics training. This resource has a regulatory and ethics experts committee and works to (a) streamline submission processes, (b) develop and provide web-based tools to access IRBs; and, (c) provide education/training information, educational workshops, seminars, and other training sessions. ERKR helps to maneuver a proposed translational or clinical research project that will be conducted across the clinical sites of the LA CaTS Center.

The overall goal of the ERKR is to provide a uniform approach to regulatory activities across the member institutions by streamlining, facilitating, educating, and training COBRE, INBRE mentees and other investigators, scholars, and support staff in the areas of ethics, compliance, and regulatory activities. In addition to the training and education activities for researchers and member institutions, the ERKR also provides an educational information program for study participants as part of an Ethics Center. The program will be implemented at all LA CaTS Center sites.

9. Health Literacy Core - Purpose is to raise awareness of the importance of health literacy and of using health literacy methodologies. This core works to address the unique needs of our underserved populations by (a) providing training for investigators within Louisiana and for our partnering IDEa State, South Carolina; (b) assisting researchers and scholars in identifying and addressing literacy barriers by using health literacy methodology; and, (c) incorporating health literacy methodologies into clinical and translational research projects.

The goals are to: 1) Provide training for researchers in using novel methods, techniques and technology to develop literacy appropriate public health messages and patient-centered materials, such as consent forms, questionnaires and health education which are understandable and useable for patients. 2) Provide methodology for researchers to improve communication

and relationship building skills needed to conduct research with underserved populations. 3) Provide ongoing consultation to researchers in applying health literacy methodology in their existing & planned translational research; implementation and dissemination of research findings.

10. Technology Resources Core – Purpose is to provide technical expertise and physical infrastructure for a robust communication technology environment that can effectively support the LA CaTS Center mission and serve investigators conducting clinical and translational (C/T) research. The Center is composed of members and research partners, from both within the state and across state lines, so having capacity to communicate and work over distance is critical. This core implements and maintains a flexible and scalable communications infrastructure, including technical hardware and software and, the framework of rules and processes that promote collaboration, provide educational opportunities, and help to develop the translational research workflow across all the Center’s collaborating institutions. This core develops and provides (a) web-based tools for enhancing communication among the Center’s key components and for disseminating information within the Center and to the public; (b) resources & tools to facilitate clinical C/T research administration & data management, such as REDCap and (c) tools to facilitate investigator training, community outreach and distance learning.

About Translational Research:

To set a common point of reference for discussing the idea of translational research, a brief explanation is provided below. Please note this informational section was developed primarily for member institution staff, or academic, medical or investigator audiences.

"Translational research" is the term used for research that accelerates or facilitates laboratory findings and discoveries to relevant applications for addressing human diseases or enhancing overall human health. These therapeutic applications and advances, when put into practice, offer new and innovative treatment options, or may be appropriate to prevent disease onset.

Traditionally, research has been identified in two distinct categories: 1) basic or “fundamental” research) and 2) applied or “clinical” research. Basic research is based on exploration, is generally laboratory based, and provides understanding of basic mechanisms of disease. Applied or “clinical” research attempts to apply basic or pre-clinical discoveries to human conditions or diseases. Applied research can be very early phase (‘first in man’ studies) or later stages of development, which can involve 1000’s of patients.

The medical research domain is using a translational approach to make a bridge between basic and applied research. This bridge creates a smoother transition for moving basic discoveries through the continuum of “from laboratory bench to patient bedside,” or, from laboratory experiments through clinical trials to actual point-of-care patient applications.

The cultural separation between scientists working in basic research and scientists working in applied areas of research makes it difficult to establish the multi-disciplinary and multi-skilled teams that are necessary to be successful in translational research. Translational research calls for a culture that supports an iterative style of research and a great deal of interaction between academic research and industry practice, including hospitals, clinics and community. The scale, scope and multi-disciplinary approach required by translational research means a new manner and level of operations management capabilities within and across studies, repositories and laboratories.

Standard Acknowledgment Statement (for use by faculty/investigators when submitting manuscripts, abstracts, presentations.)

Citing LA CaTS: Use this descriptive statement as part of a submission: “Supported in part by 1 U54 GM104940 from the National Institute of General Medical Sciences of the National Institutes of Health which funds the Louisiana Clinical and Translational Science Center.”

- Note: The NIH grant number is 1 U54 GM104940, and is entitled “Louisiana Clinical and Translational Science Center”.

Citing REDCap If REDCap was used in the study, please also use the acknowledgement statement below:

Study data were collected and managed using REDCap electronic data capture tools hosted at Pennington Biomedical Research Center. REDCap (Research Electronic Data Capture) is a secure, web-based application designed to support data capture for research studies, providing: 1) an intuitive interface for validated data entry; 2) audit trails for tracking data manipulation and export procedures; 3) automated export procedures for seamless data downloads to common statistical packages; and 4) procedures for importing data from external sources.

¹Paul A. Harris, Robert Taylor, Robert Thielke, Jonathon Payne, Nathaniel Gonzalez, Jose G. Conde, Research electronic data capture (REDCap) - A metadata-driven methodology and workflow process for providing translational research informatics support, J Biomed Inform. 2009 Apr;42(2):377-81.

Media Relations

Each LA CaTS Center member institution likely has its own policies and procedures related to media on campuses, interaction with media and press releases. For instance, some institutions may require media to go through the institution’s media relations office for interviews with faculty and other institutional personnel. While the LA CaTS Center will make every effort to adhere to our member’s institutional policies, we also ask each LA CaTS Center member institution to observe our guidelines as follows:

While we want each LA CaTS Center Key Component activity leader and supported investigator to have opportunities to talk with the media, we ask that the Administrative Core be notified in advance. In such cases, Bonnie Hymel Trentacoste (bonnie.hymel@PBRC.edu) should be notified of the upcoming

media contact/interview as soon as possible. This is particularly important to ensure a coordinated Center-wide response if follow-up inquiries are made with other Center members. Members are asked to provide the name of the media contact and of the media outlet, the date that members spoke with media, the subject of the inquiry and the date/time of the pending article or broadcast.

The LA CaTS Center Principal Investigator (PI), William Cefalu, is the official LA CaTS Center spokesperson and conveys official position on issues of general Center-wide impact or significance, or, on situations that are of a controversial or sensitive nature. Depending on the circumstance, the PI may designate another LA CaTS Center administrator to serve as spokesperson on a particular issue. Inquiries from the media about these types of topics should be referred to Bonnie Hymel Trentacoste with the LA CaTS Center Administrative Core.

In the event an institutional member has a news event that occurs as a result of an association with the LA CaTS Center or use of any Center resource, members are asked to notify the Center of a pending media release and/or media event. Member institutions should provide the Center with a draft copy of related material so the PI is always kept abreast of the Center's activities.

When the LA CaTS Center plans to issue a news release or hold a media event, institutional members will be notified in advance. If the Center receives a media inquiry about a LA CaTS Center leader or investigator who is affiliated with a member institution, the Center will coordinate with the member institution's designated media staff. Institutional members are asked to provide the LA CaTS Center with updated contact information for institutional faculty, staff and media staff contacts that should be notified of the LA CaTS Center's media related activities.

Any media inquiries involving specific scholars, students and trainees should be directed to the member institution's administration as such inquiries may be in conflict with federal law that protects a student confidentiality rights. Any media inquiries regarding LA CaTS-supported faculty or staff should be referred to Bonnie Hymel Trentacoste who can help advance the inquiry to the appropriate member institution human resource representative. As a point of information, only public information may be provided without an employee's written approval. In any event, members are asked to remember and observe Federal laws, such as HIPAA, that tightly restrict sharing any information about patients in all medical, clinical and counseling programs. Members are also asked to observe their institutions's related guidelines.

Contact: Bonnie Hymel Trentacoste (225)763-2986 bonnie.hymel@pbrc.edu

Web Page Guidelines for LA CaTS Center Key Components

The LA CaTS Center website will play an important role in communications by disseminating information and providing a venue to receive feedback from the Center's broad-base of stakeholders, including students, educators, scientists, investigators, administrators, policy-makers, clinical trial participants and the

community-at-large. The website will be designed for ease of use with a professional, consistent appearance across the site.

All information to be posted on the LA CaTS Center's website must be reviewed and approved prior to publication. There are designated pages on the LA CaTS website for each key component activities.

Any information to be added to the LA CaTS website should be sent to:
info@lacats.org.

Administration Address

Dr. William Cefalu
Director and Principal Investigator
LA CaTS Center
6400 Perkins Road,
Baton Rouge, LA 70808

info@lacats.org

Section 4: Glossary

Abbreviations and Acronyms

AADE – American Association of Diabetes Educators
AAFP - American Academy of Family Practice
AAP - American Academy of Pediatrics
ACCORD - Action to Control Cardiovascular Risk in Diabetes
ACP - American College of Physicians
AD - Pennington Active Directory
ADA – American Diabetes Association
AHA – American Heart Association
AHRQ - Agency for Healthcare Research and Quality
AMA – American Medical Association
AMPM - Automated Multiple Pass Method
ATA - American Translator’s Association
AVMA - American Veterinary Medical Association
BBC - Bioinformatics, Biostatistics, and Computational Biology Core
BEC- Biostatistics and Epidemiology Core (LA CaTS)
BIP – Biomedical Informatics Program
BIRCHW – Building Interdisciplinary Research Careers in Women’s Health
BMI – Biomedical Informatics Core (LA CaTS)
BMIMC - BMI Methodological Collaborative
BRG – Baton Rouge General Hospital
BRIN – Biomedical Research Infrastructure Networks
CABs - Community Advisory Boards
CADRE – Committee for the Advancement of Diabetes Research and Education
CAP – College of American Pathologists
CASTLE - Cancer Survival Through Lifestyle and Exercise
CAT - Computerized Axial Tomography
CATALyst – Commercialization and Technology Accelerator
CATCH – Child and Adolescent Trial of Cardiovascular Health; Coordinated Approach to Child Health
CBO – Community Based Organizations
CBPR – Community Based Participatory Research
CCOP - The Community Clinical Oncology Program
CCR – Certificate in Clinical Research
CCT – Center for Computational Technology
CCTD – Central Clinical Trials Database
CDA – Clinical Data Application
CDC – Center for Disease Control
CDW - Clinical Data Warehouse
CE – Community Engagement
CECaTS - Center for Experimental Cancer Therapeutics
CEMCD - Clinical Research Education, Mentoring and Career Development Core (LA CaTS)
CEOR – Community Engagement and Outreach Resource (LA CaTS)
CER - Community Engagement Resource
CICU - Cardiac Intensive Care Unit
CIRB - Central Institutional Review Boards
CITI - Collaborative IRB Training Initiative
CLIQ – Clinical Inquiry Application
CMAP - Central Louisiana Medication Access Program

CMHDRE – Center for Minority Health and Health Disparities Research and Education
CMIO - Chief Medical Information Officer
COBRE – Center of Biomedical Research Excellence
CRAI - Clinical Research Appraisal Inventory
CRCA – Clinical Research Curriculum Award
CRF – Case Report Form
CRO – Clinical Research Office
CRR – Clinical Research Resources (LA CaTS)
CRSR – Compliance and Regulatory Support Resource
CRU – Clinical Research Unit
CT (C/T)– Clinical and Translational; Clinical Trials
CTC – Clinical Trials Center
CTG – BMI Core Clinical Trials Core
CTR- Clinical and Translational Research
CTRC – Clinical Trials Research Center
CTRECP - Clinical and Translational Research Education and Commercialization Program
CTRSP – Clinical and Translational Research Scholars Program
CTSA – Clinical Translational Science Awards
CTU – Clinical Trials Unit (LA CaTS)
CVD- Cardio Vascular Diseases
DAG – BMI Core Data Access Group
DEXA – Dual Energy X-ray Absortometry
DHHS – Department of Health and Human Services
DMED – Disease Management Evaluation Database
DoD – Department of Defense
DPP – Diabetes Prevention Program
DPPOS - Diabetes Prevention Project Outcomes Study
DRG - Diagnosis-Related Groups
DUA – Data Use Agreement
EAC – External Advisory Committee (LA CaTS)
EHR – Electronic Health Record
EMR – Electronic Medical Record
ERKR - Ethics and Regulatory Knowledge Resource (LA CaTS)
ESAC - External Scientific Advisory Committee
FAQs – Frequently Asked Questions
FDA – Food and Drug Administration
FPQ – Food Preference Questionnaire
FQHC - Federally Qualified Health Centers
FRET – Fluorescence Resonance Energy Transfer
FTIR - Frustrated Total Internal Reflection
FWA – Federal Wide Assurances
FWCC – Feist Weiller Cancer Center in Shreveport
GAS - Goals Attainment Scaling
GCP – Good Clinical Practice
GCRC – General Clinical Research Center
GIS - Geographic Information Systems
HBCUs - Historically Black Colleges and Universities
HCFA - Health Care Financing Administration
HIE – Health Information Experts
HIPAA - Health Insurance Portability and Accountability Act
HL – Health Literacy Core (LA CaTS)
HPC - High Performance Computing
HRSA – Health Resources and Services Administration

i2b2 - Informatics for Integrating Biology and Bedside
IAC – Internal Advisory Committee (LA CaTS)
IACUC -- Institutional Animal Care and Use Committee
IBL - Ingestive Behavior Laboratory
IDeA – Institutional Development Award
IDeA CTR– Institutional Development Award Clinical and Translational Research (NIH and LA CaTS)
IMI – Intensive Medical Intervention
INBRE - IDeA Networks of Biomedical Research Excellence
IOM – Institute Of Medicine
IRB - Institutional Review Board
KC – Key Component
KCAs – Key Component Activities
LA CaTS Center - Louisiana Clinical and Translational Science Center
LaHIE – Louisiana Health Information Exchange
LANCI – Louisiana Network of Clinical Investigators
LBOR – Louisiana Board of Regents
LBRN – Louisiana Biomedical Research Network
LCAT - Laboratory for Creative Arts & Technologies
LCRC - Louisiana Cancer Research Consortium
L-DMED – Limited data version of Disease Management Evaluation Database
LGTRC – Louisiana Gene Therapy Research Consortium
LICON – Louisiana State University’s Improving Clinical Outcomes Network
LONI - Louisiana Optical Network Initiative
LOSS – Louisiana Obese Subjects Study
LPHI – Louisiana Public Health Institute
LPTRC – Louisiana Peptide Translational Research Consortium
LSRB - LA CaTS Center Scientific Review Board (LA CaTS)
LSU - Louisiana State University
LSU A&M - Louisiana State University and Agricultural and Mechanical College
LSU HCSD – Louisiana State University Health Care Services Division
LSUHSC NO - Louisiana State University Health Sciences Center in New Orleans
LSUHSC S - Louisiana State University Health Sciences Center in Shreveport
LSUHSC SPH - Louisiana State University Health Sciences Center School of Public Health
LSU Med PRN – Louisiana State University Medical Practice Research Network
LVC – Louisiana Vaccine Center
LVREC - Louisiana Veterans Research and Education Corporation
MAP – Medication Assistance Program
MB-COOP - Minority-Based Community Clinical Oncology Program
MCLNO – Medical Center of Louisiana New Orleans
MIRECC - Mental Illness Research, Education, and Clinical Center
MPF - Meritorious Postdoctoral Fellowship
MOU – Memorandum Of Understanding
MRS/MRI – Magnetic Resonance Spectroscopy/Imaging
MS-CR – Master of Science in Clinical Research
MSSP – Macronutrient Self-Selection Paradigm
MUSC - Medical University of South Carolina (LA CaTS IDeA partner)
NCCAM – National Center for Comprehensive and Alternative Medicine (National Institutes of Health)
NCI – National Cancer Institute
NCMHD - National Center on Minority Health and Health Disparities
NCRN – National Center for Research Resources
NCS – National Computer Systems
NEI – National Eye Institute
NHLBI – National Heart, Lung, and Blood Institute

NIA – National Institute on Aging
NIAAA – National Institute on Alcohol Abuse and Alcoholism
NIAID – National Institute of Allergy and Infectious Diseases
NIAMS – National Institute of Arthritis and Musculoskeletal and Skin Diseases
NICHD – National Institute of Child Health and Human Development
NIDA – National Institute on Drug Abuse
NIDCD – National Institute on Deafness and Other Communication Disorders
NIDDK – National Institute of Diabetes and Digestive and Kidney Diseases
NIGMS – National Institute of General Medical Sciences
NIH – National Institutes of Health
NIMH – National Institute of Mental Health
NINDS – National Institute of Neurological Disorders and Stroke
NORC – Nutrition Obesity Research Center
NOVN - New Orleans Vietnamese Project
NRSA - National Research Service Award
NSF – National Science Foundation
NVS - Newest Vital Sign
OHRP – Office for Human Research Protections
OMC – Ochsner Medical Center
OMR – Optical Mark Recognition
ORF – Office of Research Facilities
PAL - Psychological Assessment Laboratory
Pennington Biomedical - Pennington Biomedical Research Center
PCTRU – Pediatrics Network of Clinical Research Units
PDDP – Peptide Drug Development Pipeline
PELICAN - Patient Electronic Information and Care Network
PGP – Clinical and Translational Pilot Grants Program (LA CaTS)
PI- Principal Investigator
PINE – Pennington Information Network
POR – Patient Oriented Research
QA/QI – Quality Assurance/Quality Improvement
RCEEP - Regent’s Research Commercialization and Educational Enhancement Program
REALM - Rapid Estimate of Adult Learning in Medicine
REDCap - Research Electronic Data Capture
RHIO – Regional Health Information Organization
RIC – Research Institute for Children
RPMS - Research Permission Management System
RSA - Research Subject Advocacy
SAE – Serious Adverse Event
SBIR – Small Business Innovation Research
SCRA – South Carolina Research Authority
SCTR- South Carolina Clinical and Translational Research Institute
SF – Square Feet
SHRINE - Shared Health Information Research Network
SLA – Simple Letter Agreement
SLC – Student Learning Center
SLVHCS – South Louisiana Veterans Health Care System
SMARDI - Shared Medical Record Data Infrastructure
SOPs – Standard Operating Procedures
SOPHE - Society for Public Health Education
SPHTM – School of Public Health and Tropical Medicine
STEAM -Science, Technology, Engineering, Arts, and Mathematics
S-TOFHLA - Short-Form Test of Health Literacy

STTR – Small Business Technology Transfer
TAAG - Trial of Activity for Adolescent Girls
T&E – Tracking & Evaluation
TNPRC – Tulane National Primate Research Center
TRAC – Tulane Research Allocation Committee
TRIM – Troops Readiness Improvement Study
TTCR – Technology Transfer and Commercialization Resource
TTT – Train the Trainer
TMC– Tulane Medical Center
TUHSC - Tulane University Health Sciences Campus
TUSOM – Tulane University School of Medicine
Tulane SPHTM – Tulane University School Of Public Health and Tropical Medicine
UBMTA - Uniform Biological Material Transfer Agreement
UCC – Usual Care Condition
UCD – Uniform Call Distributor
ULL – University of Louisiana-Lafayette
USARIEM - US Army Institute of Environmental Medicine
USDA – United States Department Of Agriculture
VAS - Visual Analogue Scales
VCMB - Vascular Cell and Molecular Biology
WLM - Weight Loss Maintenance
XU- Xavier University of Louisiana