

Management Board – Terms of Reference

ShARM aims to establish an innovative resource to support the rapidly growing volume of research on biology of ageing using mouse models, which will combine web-based information systems with a physical tissue bank. The resource will nationally network colonies of ageing mice from which surplus tissues will be made available to the research community via a bank storing flash frozen tissues, a forum for sharing knowledge, experience on care and welfare of ageing mice.

Mouse models are important tools in ageing research. They share high homology with humans and their genetics has been extensively studied. Barriers to their use are the long time required to reach old age and the high maintenance costs to house animals, limiting the development of new projects. As most investigators use only one/two tissues from an aged animal, this leaves surplus tissues, often discarded, and fails to make maximum use of each animal. This has economic, scientific and ethical shortcomings.

Our proposal takes advantage of an established, highly secure, tissue bank based in Sheffield, experience in managing customer-based mouse facilities at the International Centre for Mouse Genetics, MRC Harwell, and state-of-the-art data management developments within the Centre for Integrated Systems Biology of Ageing and Nutrition.

Members of the management board will:

- Oversee the establishment and management of the ShARM Biobank, and meet the objectives of the Wellcome Trust Technology Development Grant (094270)
- Oversee the creation and appropriate use of the web based resources; a forum for users, a web based sample request/deposition interface, and stock monitoring.
- Develop and monitor the implementation of SOPs
- Establish training protocols for harvesting tissues and disseminate this information to the wider community via the on-line forum and workshops
- Promote the ShARM resource to the wider scientific community
- Monitor the performance of the resource and ensure its long term stability through direct income from the resource and further funding
- Ensure the bioresource responds to the users needs and requests.
- Establish a welfare group and disseminate findings of best practice via the forum
- Ensure comprehensive information on tissues is collected and any finding obtained through meta-analysis is made available to users.

1. Membership

For the period of the Wellcome Trust Technology Development Grant the Permanent members of the Management Board will be the applicants named on the grant.

- i. Dr Paul K Potter (Chair), MRC Harwell
- ii. Dr Ilaria Bellantuono (Principal Investigator), University of Sheffield
- iii. Prof Tom Kirkwood, Institute for Ageing and Health (Web interface Lead), Newcastle
- iv. Prof Thomas von Zglinicki (Meta-analysis Lead), Institute for Ageing and Health, Newcastle
- v. Dr Sara Wells (Welfare Group Lead), MRC Harwell

Additional members of the management board will comprise of four members from the user community. For the first year these will be individuals nominated by the grant holders. Subsequently these members will be nominated and elected by registered users of the forum or biobank and will serve for a period of two years with possibility of re-election. The technician and the IT data manager will be in attendance of all the management board meetings but will have no voting rights.

In year 4 of the grant the management board will review the management structure to determine whether it is still best suited to manage the Bioresource at the end of year 5. When funding will cease the users representation may be increased

2. Quorum and Voting

Decisions will be taken by a majority vote of a meeting of the Management Board. In the event of a tied vote, the principal investigator of Wellcome Trust Technology Development Grant shall have the casting vote.

In the event that a Member is unable to attend a given meeting of the Management Board, then a Party shall be entitled to appoint a nominated representative ("Proxy") for that meeting. A Proxy appointed in such a manner shall be entitled to attend and to vote at meetings of the Management Board

The quorum for a meeting of the Management Board shall be not less than 5 Members (or their Proxies)

Meetings shall be convened with at least twenty-one days' prior written notice and the notice shall include an agenda.

3. Frequency of Meetings

The management board will meet yearly and quarterly by video-conference.

The grantholder will reimburse the members of the management board for the actual expenditure that it incurs to attend the meeting. Members will provide invoices to the grantholder stating the actual expenditure that it incurs in accordance with the grant rules and up to the maximum budget of £150 for UK based members and £250 for EU members

4. Minutes of the Meetings

The secretary (Research technician appointed by the Wellcome Trust grant) shall minute the proceedings and resolutions of all meetings of the Group, including recording the names of those present. Minutes of the Group meetings shall be circulated promptly (within ~15 working days) and, once agreed, will be posted on the forum website and distributed via an email list. Certain items may be confidential to the group (or regarded as sensitive) and will be marked as such and removed from general circulation.

5. Reporting Responsibilities

Quarterly reports of biobank submitted to management board (turnover, projections)

An annual/quarterly report of the activity on the website and the forum shall be submitted to the Management Board

An annual Welfare report shall be submitted outlining the activity of the working group

SOP will be circulated when ready by email for approval

The Chairman and PI will be responsible for collating data and submitting reports to the Wellcome Trust and other potential funding bodies, after approval from the other members of the Management Board.

6. Audits

Financial auditing of the grant and biobank shall be the responsibility of Ilaria Bellantuono and an annual financial report submitted to the Management Board including turnover and financial projections for the following year and the end of the grant.