The Department of Community and Family Medicine (CFM) has had a Science Culture and Accountability Plan in place since January 2013. The key elements of the plan that have been implemented for our Clinical Research Unit (CRU) are described below:

- Monthly Research Committee meetings are held for CFM faculty and staff engaged in research. These meetings are a combination of scientific presentations by departmental researchers and a forum to disseminate and discuss updates on regulatory and administrative processes. Over the past year several of the presentations have focused on issues related to data use and research integrity including DHTS Analytic Center for Excellence (ACE) Research Data Services (April 2017) and myRESEARCHhome (October 2016).
- The CRU Research Practice Manager (RPM) conducts monthly meetings for research staff to provide education and updates on research standards and to provide a forum where research staff can raise questions or concerns.
- The CRU conducts on-going quality assurance reviews of current research studies. Studies are selected to insure that studies from all divisions and conducted by all ranks of faculty are reviewed.
- The CRU team has developed a checklist for PIs who are transitioning to new positions to insure that any data transfers are handled according to Duke regulatory requirements.
- The CFM and CRU team conducted a review of data storage within the department, focusing on insuring the Research Data Security Plans are up-to-date and that sensitive information is stored appropriately.
- Faculty have access to a PhD level statistician supported by the CFM CRU to assist with study design and statistical analysis for grant applications and publications.
- All new research protocols submitted to the IRB are reviewed by the division chief and CRU director to insure they are scientifically feasible and investigators have appropriate expertise.
- Research protocols involving primary care clinical practices are reviewed by the Primary Care Research Advisory Board for feasibility and scientific rigor. Members of this board include the CFM CRU director, other CFM research faculty and primary care clinicians.
- A document describing guidelines for conducting research in clinical practices or community settings has been developed and disseminated to departmental faculty. This document focuses on the need for collaborative efforts between the researcher and stakeholders in the clinical or community organization beginning with the planning of the research and continuing through the implementation of the project and dissemination of results.
- Individual research groups have regularly scheduled meetings to discuss study progress and review data.
• Journal clubs and research seminars (e.g., the Occupational and Environmental Medicine journal club) are held to encourage discussion of work conducted within the department and recent journal articles.
• The chair meets regularly with individual faculty to discuss their research including any scientific or ethical concerns.
• Faculty and staff are reminded regularly of the School of Medicine Integrity Line which allows for anonymous reporting of issues and concerns.

**Evidence for collection of signed SOPs for wet lab research**
Not applicable. Currently there is no on-going wet lab research within the department.