Charter
UAB Council of Center and Institute Administrators (COCIA)

I. **Purpose**

The UAB Council of Center and Institute Administrators (COCIA) is charged with providing advice and recommendations on research administration related matters to the Vice President for Research (Executive Sponsor) and staff within the UAB Office of Research and the Council of Center and Institute Directors, as well as facilitating interactions and interdisciplinary collaborations among the University Wide Interdisciplinary Research Centers (UWIRCs) and University Institutes.

II. **Background**

The UAB UWIRC program was launched in 1997. In 2007, the Council of Center Directors (COCD) was formed. In 2008, several UWIRC Administrators recognized that there was an untapped reservoir of experience, knowledge, expertise and skills within the community of UAB UWIRC Administrators and formed the Council of Center Administrators. This group serves as a resource to help the university achieve its research mission of scholarship, discovery, and innovation. Institute Directors and Administrators were added to both Councils in 2024, creating COCID and COCIA.

III. **COCIA Responsibilities**

The COCIA will provide input to the Council of Center and Institute Directors and Vice President for Research on administration and associated activities of the UWIRCs. This includes but is not limited to serving as a network for support, education and training forming a campus-wide network of research administrative professionals and assisting the COCID and the Office of the Vice President for Research with projects that they initiate, with the mutual goal of advancing research at UAB.

Responsibilities of COCIA members include:
- Attendance at and participation in monthly in-person COCIA meetings. Whenever the Center or Institute Administrator is not available, an alternate should attend in their place. Only one representative from each unit should attend.
- Suggesting speakers and presenters for COCIA meetings and facilitating invitations to those guests;
- Leading the organization and execution of annual Core and Shared Resources Day; including all event logistics and poster registration;
- Participation on working groups and task forces that identify and advance the priorities and goals of the UAB research program.

IV. **COCIA Membership**

The membership of the COCIA is comprised of the Administrators of UWIRCs, University Institutes and any UWIRC Pilot Program.

V. **COCIA Leadership**

The leadership of the COCIA will report on the activities and projects to the Office of the Vice President for Research.

Chair and Chair-Elect elections shall be carried out as follows:

- Chair-Elect candidates are identified through an annual nomination process which solicits nominations from existing UWIRC and Institute Administrators and subsequent voting on nominees by UWIRC and Institute Administrators. Pilot Program Administrators are not eligible to serve as Chair-Elect or Chair.
- Each UWIRC, Institute and Pilot Program has one (1) vote each.
- To facilitate new leadership of the COCIA in the subsequent calendar year, in October each year, the current Chair requests nominations by self or others for the next Chair-elect. The Chair confirms that nominees are willing to serve and be included in the elections in November.
- The Chair serves a one-year term.
- The Chair-elect serves two consecutive years; the first year alongside the current Chair (February through January) and then assumes the Chair's responsibilities in February of the following year for a one-year term of service.

Chair and Chair-elect responsibilities

The COCIA chair and chair-elect are invited and expected to attend the monthly COCID meeting as invited guests. The purpose of their attendance at this meeting is to relay the information shared to COCIA. The COCIA chair and chair-elect are also invited to a monthly COCID planning meeting, to contribute suggestions and subsequently brainstorm agenda items for akin COCIA meetings.

COCIA chair and chair-elect also meet monthly for a COCIA planning meeting to prepare for monthly COCIA meetings and Core Day. The Chair and Chair-elect set agendas and invite speakers for each meeting. They determine if a meeting should be cancelled. The Director of Research Development from the Office of the Vice President for Research is also invited to the monthly planning meetings.

The chair maintains an active list and email group of COCIA members. The chair owns the COCIA meeting calendar invite, shares agendas, and drafts and circulates meeting minutes and shared materials.

The chair serves as lead organizer of the annual Core and Shared Resource Day, held in conjunction with the Marchase lecture. The chair coordinates responsibilities with the chair-elect, other COCIA members, and staff from the Office of the Vice President for Research. The chair-elect shadows the chair's leadership of this event in order to prepare for a smooth execution the following year.

The chair-elect commits approximately 1-2 hours per week to this service opportunity. The chair commits approximately 2-4 hours per week to this service opportunity.

VI.   Meetings
Meetings are typically held once per month unless the chair and membership decide otherwise. Meeting support will be provided by staff in the Office of Research.

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Christopher S. Brown, PhD
Vice President for Research

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Jason J. Nichols, OD MPH PhD
Sr. Associate Vice President for Research