**Sight Outcomes Research Collaborative (SOURCE) Bylaws**

I. Name.

a. The name of the group is the Sight Outcomes Research Collaborative (SOURCE)

II. Purpose.

a. The purpose of SOURCE is to allow multi-institutional collaboration for the purpose of

accelerating outcomes research and quality improvement in ophthalmology.

III. Code of Conduct

a. The successes of SOURCE depends upon a cooperative model of information exchange.

Member institutions and representatives are expected to

i. Respect the intellectual property presented and the comments made by

presenters and discussants.

ii. Disclose competing interest or obligations that may conflict with new or existing

projects.

iii. Refrain from using or sharing confidential information without the consent of the

SOURCE Executive Board

iv. All provider-identifying and institution-identifying elements must be removed

prior to public disclosure of any data

v. No data gained from analysis of SOURCE data for research or quality

improvement purposes will be used for competitive or marketing purposes

vi. Failure to adhere to the code of conduct or these bylaws is grounds for

dismissal from SOURCE and removal of any funding support

IV. Goals/Objectives.

i. Develop a structure for multi-institutional collaboration and data sharing.

ii. Develop the information technology infrastructure to pool a wide variety of

ophthalmology data.

iii. Develop/Enlist the statistical infrastructure to analyze the data.

iv. Provide an academic collaborative where faculty from multiple institutions will

be able to collaborate in outcomes research.

V. Members.

a. SOURCE

i. Any ophthalmology department or practice can apply for membership in SOURCE.

Membership only requires that the institution have an EHR system and that the ophthalmology department chair or head of practice and faculty support the project through their willingness to submit their limited dataset into the central SOURCE database.

ii. There are three types of member institutions:

1. Provisional members are member institutions that have yet to

contribute the minimum dataset (10,000 patient encounters) but have already begun

the regulatory and technical processes required to contribute data.

These members cannot submit research proposals or conduct research

using shared SOURCE data until they meet the data requirements of

active/contributing membership or receive aggregated quality

improvement data. Provisional members may participate in SOURCE

meetings, Quality Committee meetings, contribute feedback on

research proposals, and quality improvement activities. They do not

have voting rights.

2. Active/Contributing members are member institutions that have

submitted over 10,000 patient encounters into the central SOURCE database and

continue to submit data every month. Proper submission of data to SOURCE requires use of de-identification software to remove patient health identifiers Active members must validate 20

cases for each six month period of submission. Validation consists of

comparing the electronic health record data to the representation in

the SOURCE database using a case validation process. These members have equal access to the

SOURCE database and can submit research proposals and manuscripts to

be evaluated by the SOURCE Research Committee (SOURCE-RC).

These members may be represented on the Executive Board and may

vote during the Executive Board election.

3. Inactive members are member institutions that have previously

submitted over 10,000 patient encounters into the central SOURCE database but have

not submitted new data in greater than two years. These members have

equal access to the SOURCE database but may not serve as sole

investigators on a SOURCE research proposal. They must collaborate with an

active member. These members may be represented on the Executive

Board but may not vote during the Executive Board election. Inactive

members may become active members by submitting new

patient data, totaling at least 1000 patient encounters, into the SOURCE

database.

VI. Executive Board.

a. The Executive Board serves without pay and is comprised of ophthalmology department

chairs or head of practice of active/contributing member institutions, as well as the

Executive Director, Research Director, and Quality Improvement Director of SOURCE.

i. When SOURCE is comprised of over nine active/contributing institutions, up to

nine ophthalmology department chair/head of practice Executive Board

members are elected to serve on the Executive Board for a three-year term.

ii. If an elected Board Member leaves their position for any reason, a re-vote will

be held to replace the vacated position.

iii. The Executive Director, Research Director, and Quality Improvement Director of

SOURCE have seats on the Executive Board regardless of the number of member

institutions.

b. Executive Board Elections

i. Executive Board members are elected via a runoff process

ii. Nominees for Executive Board elections are solicited each year for the three

open positions. Nominees will have a minimum of two weeks to submit their

nominations. Nominees must include a short biographical sketch and photo.

Self nomination is encouraged.

iii. Each active/contributing member institution may place one vote for each open

position on the Executive Board.

iv. Voting by proxy is permitted. Proxy voting allows transfer of voting rights from

one institution to another with voting rights to vote for that institution in its

absence.

c. The Executive Board is responsible for approving the participation of each provisional

and active/contributing institution and voting on ad hoc issues (e.g. data requests

outside of the SOURCE-RC purview, partnerships and relationships, etc.). Passage of any issues requires a simple majority (i.e. one more than half) of the Executive Board members or their designated appointee

present at the meeting. Presence is defined as either via physical or electronic means.

d. Other officers will be determined by the Executive Board as they are deemed necessary.

e. The usual (Robert’s) parliamentary rules governing deliberative bodies will govern the

Executive Board meetings

f. Executive Board Voting.

i. Matters requiring Executive Board review and approval will be performed at an

Executive Board Meeting

ii. A simple majority (i.e. one more than half) of Executive Board members or their

designated constitutes a quorum. Presence is defined as via either physical or

electronic means.

iii. In absence of a quorum, no formal action will be taken except to postpone the

Executive Board vote to a subsequent date.

iv. The Executive Board is also responsible for reviewing and voting on all proposed

revisions to the SOURCE bylaws. Bylaw changes require a two-third majority of

Executive Board members or their designated appointee present at the

meeting.

VII. Scientific Advisory Board.

a. The Scientific Advisory Board (SAB) serves without pay and consists of prominent health

care luminaries.

b. Members of the SAB are elected by the Executive Board by simple majority.

c. The SAB will meet at a frequency determined by the Executive Board to discuss current

ophthalmology research needs and the ability of SOURCE to address those needs, and to

provide recommendations to the Executive Board.

VIII. Committees.

a. SOURCE Research Committee (SOURCE-RC)

i. The SOURCE-RC is comprised of individuals identified from their institutions as the

Research Champion/Principal Investigator (PI)

ii. The SOURCE-RC serves as the publication committee of SOURCE and is responsible for

reviewing, refining, and modifying any research proposals and manuscripts

created by researchers at active/contributing institutions. All proposed

research studies using data from the central SOURCE database must pass a peer review

process by the SOURCE-RC prior to submission for publication.

iii. The SOURCE-RC is to meet electronically on a monthly basis and once in person at the

SOURCE Annual Meeting on the Thursday prior to the AAO meeting to discuss and evaluate submitted research proposals and manuscripts.

iv. The SOURCE-RC approves research proposals and manuscripts using a simple majority

(i.e. one more than half) of the members present at the meeting. The senior

statistical consultant is to serve as the tie-breaking vote, in the event of a tie.

v. The SOURCE-RC will make all reasonable effort to review all research proposals and

manuscripts within 30 days of the research proposals’ or manuscripts’

submission dates.

IX. Meetings.

a. Regular SOURCE membership meetings are held annually on the Thursday prior to

the annual AAO Meeting.

b. Special meetings may be called by the Executive Board provided that at least thirty (30)

days’ notice of such meeting is sent to all members.

c. The usual (Robert’s) parliamentary rules governing deliberative bodies will govern the

SOURCE meetings.

X. Funding

a. SOURCE coordinating center activities will be funded through coordinating center self funding,

foundation, grant, and industry-sponsored research. All funding received will

be documented and submitted annually to the Executive Committee for review. All

funded projects will be reviewed by the existing SOURCE review process.

i. All research efforts will involve three costs (forms of value):

1. Principal investigator (PI) center cost varies for hypothesis development,

data cleaning, analysis, and manuscript preparation.

2. SOURCE coordinating center (University of Michigan) cost varies for

hypothesis refinement, data extraction and cleaning.

3. SOURCE data ‘intellectual property’ (shared across SOURCE contributors)

for the high quality data itself

ii. Types of funding

1. Foundation and government sponsored research: SOURCE data and

collaborative infrastructure can and will been used for competitive

proposal submissions for foundation / government grants. In this context, there are

clear mechanisms in place (budget request) for compensation. In

accordance with the external sponsor mechanisms in place, a SOURCE

site would request effort allocation for each of the local individuals

involved in the project. Prior to proposal submission, the PI would

contact SOURCE to receive a letter of support indicating data availability

and develop a budget estimate for central SOURCE costs. The University

of Michigan will serve as a subcontractor on the proposal.

2. Industry sponsored research: Vendors may identify the value of

SOURCE data and its value to drive market creation, product refinement

and effectiveness analyses. A single SOURCE site would serve as the

primary contractor. The budget will include their negotiated costs as

well all research effort costs. Any active SOURCE member may develop

an industry-funded research proposal

iii. Any data access fees collected by the coordinating center will be distributed as

follows

1. Until the annual coordinating center operating cost of SOURCE is held in

reserve, 100% of the data access fees will be held by the coordinating

center

2. Once the annual operating costs are held in reserve, 50% of the data

access fees will be distributed to the coordinating center and 50% of the

fees will be distributed to the centers contributing data to the study in a

manner proportional to the number of patients included in the study

3. Any center not contributing data to the study will not receive any

portion of the data access fees

4. The coordinating center reserve fund will be reviewed by the Executive

Board annually and the ledger statement of the funds will be distributed

to the Executive Board on an annual basis

XI. Data Ownership.

a. Each institution continues to retain sole rights to the data they contribute to the central

SOURCE database. Institutions may choose to withdraw their data from the central SOURCE

database at any time. Upon receipt of written request, either physical or electronic,

from a member institution, their data is to be removed from the central database within

seven business days. In the event that this data has already been extracted for research

and/or publication purposes, all reasonable effort will be made to ensure that it is

excluded from use for any study that is not yet in data analysis phase

b. SOURCE does not own the data stored in the central SOURCE database, does not have

responsibility for ensuring the validity of the data, cannot forward or transfer data

without written expressed consent by each contributing institution, or use data without

following the data sharing rules described below unless approved explicitly for that

purpose by the SOURCE-RC.

c. Participants in SOURCE-DC do not acquire intellectual property rights in SOURCE-DC Data or in future inventions or discoveries made by SOURCE-DC Participants using SOURCE-DC Data.

XII. Data Sharing.

a. Data contribution of greater than or equal to 10,000 ophthalmology patient encounters is required for membership in SOURCE and authorship on research papers utilizing data stored in the central SOURCE database.

b. All limited datasets are stored at a central database. The hosting institution is

responsible for warehousing the data and ensuring appropriate safeguards are in place

for ensuring its safety and accessibility.

c. After achieving active/contributing member status, the amount of data contributed

does not determine priority in authorship. All active/contributing member institutions

have equal access to data stored in the central SOURCE database.

d. All active/contributing member institutions may submit research proposals and

manuscripts to be reviewed and evaluated by the SOURCE-RC.

i. Research proposals must indicate the specific data elements from the SOURCE

master data element list that are being requested. Proposals must also include a

proposed list of authors in the order in which they will appear in the final

manuscript, a detailed introduction, methods, and proposed statistical analysis.

e. The principal investigator (PI) of a research proposal must be from an institution that

contributes the data elements requested. Alternatively, the PI may partner with a PI

from another institution that does submit that data element.

f. Once a research proposal is approved by the SOURCE-RC, the SOURCE programming team will

extract the approved data elements for the specific research study. The PI of the

proposal and members of his or her team (biostatisticians) is provided access to these data which will be housed on a server at the University of Michigan. If the PI determines they need additional data from the SOURCE database, s/he must resubmit their proposal to obtain the new data.

The PI can only use this limited dataset to answer the specific research question posed

in the proposal and may not use this data for other research purposes. The PI has nine

months to submit a completed manuscript to the SOURCE-RC for review. The SOURCE-RC will

confirm that the PI has followed the proposed research methods and followed the

intent outlined in their original proposal. If they fail to submit a completed manuscript

within the 9-month timeframe or fail to follow their original methods or research intent,

they are prohibited from using the specific dataset for purposes of publication of the

manuscript.

g. Once a manuscript is approved by the SOURCE-RC, the PI may submit the manuscript to the

peer-reviewed journal of his or her choice.

h. The SOURCE-RC will strive to review all research proposals and manuscripts within 30 days of

the research proposals’ or manuscripts’ submission dates.

i. All conflicts in authorship are to be resolved by the involved parties.

XIII. Exclusivity.

a. Participation or contribution of data into the central SOURCE-RC database does not confer

exclusivity. Each institution may continue to use their own data for their individual

research studies and/or contribute that data to other research studies.

XIV. Conflict of Interest.

a. Personal interests, whether or not considered a conflict of interest, should be disclosed

annually. These interests include consulting relationships, equity relationships, financial

relationships, familial relationships, and speaker’s fees.

b. Any member of SOURCE who has a financial, personal, or official interest

in, or conflict (or appearance of a conflict) with any matter pending before the group of

such nature that it prevents or may prevent that member from acting on the matter in

an impartial manner, will offer to voluntarily excuse him or herself and refrain from

discussion and voting on said item.

c. SOURCE members and all principal investigators must disclose any conflicts of interest

during the submission of each research proposal and annually.

XV. Amendment.

a. The Executive Board is responsible for reviewing and voting on all proposed revisions to

the SOURCE bylaws. Bylaw changes require a two-third majority of Executive Board

members or their designated appointee present at the meeting.

XV. Dissolution

a. Participation in the SOURCE is entirely voluntary. If the Executive Board decides, via a

two-thirds majority, that the SOURCE should dissolve, all data should be removed from

the central database within seven days. Existing research and publications already under

consideration for submission may continue. Signees to this agreement affirm that they

will not use shared data to initiate new research in the event that the SOURCE is

dissolved.

Terms of Membership Participation Agreement

Institution Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have thoroughly read the SOURCE bylaws and agree to all the terms of membership participation.

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Print Name: Department Chair and/or Print Name: Ophthalmology Champion/PI

Head of Practice/Sponsor

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_