

**SEATTLE CHILDREN'S RESEARCH INSTITUTE  
OPERATING POLICIES / PROCEDURES**

**DEPARTMENT:** Project Management Office (PMO)  
**POLICY NUMBER:** PMO-06  
**REPLACES:** RPM-COMM-001  
**EFFECTIVE DATE:** September 21, 2007  
**REVISION DATE:** September 24, 2008  
**POSTED FROM:** \_\_\_\_\_

**TITLE:** interaction Research Newsletter Committee Meetings

**SUMMARY:**

The managing editor will coordinate and run monthly *interaction* Committee meetings to ensure appropriate article content is available for every publication. Every Research Support Services (RSS) department is required to have a representative at the meeting and representatives must participate in brainstorming article content.

**POLICY/PROCEDURE:**

**The goals of this policy are to:**

- Ensure that all pertinent information regarding research or Research Support Services is shared to faculty, staff and the research community
- Ensure that the *interaction* writing workload is distributed amongst all departments of Research Support Services

06-1.1 The *interaction* Research Newsletter Committee meetings will occur once a month. The managing editor will send out invite requests via e-mail at least two weeks in advance to directors and editorial board members. A representative from every Research Support Services department is required to attend.

06-1.1.1 If a department has a staff member on the editorial board, the editor is sufficient to be the sole representative from their department.

06-1.1.2 If a director wants to allocate a staff member to attend the meetings in their place, the director should let the managing editor know beforehand who will be attending the meeting from their group.

06-1.2 Each attending member is expected to be knowledgeable about departmental news (items) and come prepared to share ideas about possible article content. Article ideas will be discussed and refined.

- 06-1.2.1 Every department is required to write at least (two) articles annually. Article assignments are predetermined on a rotating schedule.
- 06-1.3 After the meeting, article ideas are reviewed by the president and editor-in-chief and article assignments will be distributed upon approval.
  - 06-1.3.1 Articles ideas will be evaluated on their pertinence and interest to research faculty, staff and the research community.
  - 06-1.3.2 Article assignments will be distributed to editorial board members, *interaction* committee members and contributing writers. Although departments are only required to write (two) articles yearly, staff members can be assigned monthly articles to write if appropriate.
- 06-1.4 Articles are due to the managing editor by 5 p.m. on the date scheduled for the upcoming month.
- 06-1.5 Submitted articles are subject to approval by the president and editor-in-chief and can be pulled from being published.
- 06-1.6 The issue an article will be published in is at the discretion of the president and editor-in-chief.

Submitting Office: Project Management Office (PMO)

Approved by:

\s\ Heather Lindemann, PMP, Director of Project Management & Strategic Initiatives, 09/24/2008

\s\ Approver Name, Title, Date