

## CTSA Program Listserv Guidance

---

NCATS seeks to improve communications with the CTSA Program consortium through the use of listserv emails. Based on CTSA Program hub feedback and through the evolution of communication structures of the CTSA Program, please see an updated CTSA Program listserv guidance below.

| Listserv Name                   | Eligibility   | Listserv Purpose and Settings  | Associated Meetings   |
|---------------------------------|---|--|---|
| <b>CTSA_ADMINISTRATORS_LIST</b> | <p>Self-subscription.</p> <p>Membership determined by the individual CTSA Program hubs.</p> | <p>Provides Administrators at CTSA Program hubs with a forum to:</p> <ul style="list-style-type: none"> <li>• discuss topics related to CTSA Program activities</li> <li>• exchange ideas</li> <li>• stimulate collaborations</li> <li>• receive NCATS updates, including the CTSA Program Update (2<sup>nd</sup> Friday of the month)</li> </ul> <p>Subscribers may post and reply to listserv messages of interest to the CTSA Program Administrators community (please note that every post and reply will be sent to all subscribers).</p> | None.   |
| <b>CTSA_COMMUNICATIONS</b>      | <p>Self-subscription.</p> <p>Membership determined by the individual CTSA Program hubs.</p> | <p>Provides Communications staff at CTSA Program hubs with:</p> <ul style="list-style-type: none"> <li>• information from NCATS regarding current activities of the NCATS Communications Branch</li> <li>• the CTSA Program Update (2<sup>nd</sup> Friday of the month)</li> </ul> <p>Subscribers may not post or reply to listserv messages.</p>  | <p>Quarterly. Coordinated by the coordinating center and <a href="#">Cindy McConnell</a>, Director of the NCATS Communications Branch.</p>    |
| <b>CTSA_EVALUATORS</b>          | <p>Self-subscription.</p> <p>Membership determined by the individual CTSA Program hubs.</p> | <p>Provides Evaluators at CTSA Program hubs with forum to:</p> <ul style="list-style-type: none"> <li>• exchange ideas</li> <li>• discuss topics related to evaluation</li> <li>• stimulate collaborations</li> <li>• receive NCATS updates, including the CTSA Program Update (2<sup>nd</sup> Friday of the month)</li> </ul> <p>Subscribers may post and reply to listserv messages of interest to the CTSA Program Evaluators community (please note that every post and reply will be sent to all subscribers).</p>                        | <p>Bimonthly. Coordinated by NCATS.</p> <p>CTSA Program Evaluators Group. <i>3<sup>rd</sup> Tuesday of the month, 1:00 – 2:00 p.m. ET</i></p> |

| Listserv Name       | Eligibility   | Listserv Purpose and Settings  | Associated Meetings  |
|---------------------|---|--|--|
| <b>CTSA_PI_LIST</b> | Closed.<br><br>Includes: <ul style="list-style-type: none"> <li>• UL1, KL2, and TL1 Principal Investigators (PIs) named in the official Notice of Grant Award (NoGA)</li> <li>• Trial Innovation Network (TIN) PIs</li> <li>• CTSA Program Coordinating Center PIs</li> <li>• CTSA Program Data to Health Coordinating Center PIs</li> </ul> NCATS will update PI contact information as it is updated in the official Notice of Grant Award. | Provides CTSA Program Principal Investigators with: <ul style="list-style-type: none"> <li>• information from NCATS about current Programmatic activities, broader NIH activities relating to the CTSA Program and presentations from consortium hubs on dissemination/demonstration projects</li> <li>• the CTSA Program Update (2<sup>nd</sup> Friday of the month)</li> </ul> Subscribers may not post or reply to listserv messages. | Monthly. Coordinated by the coordinating center and NCATS.<br><br>CTSA Program Steering Committee Calls – Open Session. <i>2<sup>nd</sup> Monday of the month, 2:30 – 4:00 p.m. ET</i><br><br>CTSA Program PI Webinar. <i>4<sup>th</sup> Wednesday of the month, 2:00 – 3:00 p.m. ET</i> |

### How to Self-Subscribe:

- To subscribe to a listserv, you must send an email to [listserv@list.nih.gov](mailto:listserv@list.nih.gov) with the following text in the message body (not the "Subject" line):

**Subscribe *Listserv Name* *Your Name***

Where **Listserv Name** is the listserv you wish to subscribe to (copy and paste from table above), and **Your Name** is your name. The NIH listserv system will get your email address from the "From:" address of your email message.

*Example:* subscribe CTSA\_EVALUATORS John Doe

*Example:* subscribe CTSA\_ADMINISTRATORS\_LIST John Doe

#### Tips:

- If you wish to subscribe to more than one listserv, you will have to send separate, individual emails for each self-subscription

- You must email [listserv@list.nih.gov](mailto:listserv@list.nih.gov) from the email account you wish to add to the listerv. Your administrative assistant or other delegated person cannot request to join the listserv on your behalf as the system auto-recognizes the sender's email address and adds that email to the listserv.
  - For optimal results, please remove your signature block from the body of the email.
2. Within approximately one minute, you should receive an automated response to your email.
  3. Once you click the confirmation link within the automated response email, you will be directed to a subscription confirmation message on the NIH Listserv page.