

# Enterprise Committee (EC) Voting Process – Hub Administrator Guidance

V1.0 – August 22, 2025: Estimated 5 minute read

## Overview

This guide outlines how Hub Administrators confirm and assign their hub's Enterprise Committee (EC) Voting Members and support the annual EC Lead Team election process via the CCOS website.

If you have **questions**, [email our support team](#).

**Commented [LF1]:** This is still the CCOS support email. Just FYI.

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## Key Roles & Responsibilities

This feature is designed for the following roles:

- **Hub Administrator:** Identifies and confirms Voting Members with the PI. Assigns the EC Voting Members on the CCOS Website.
- **PI:** Identifies and confirms Voting Members with the Hub Administrator.
- **Voting Members:** Participate in nominations and elections.
- **CCOS:** Facilitates confirmation, nomination, election, and onboarding.

## Annual Timeline

Month	Activity
August	CCOS sends instructions to Hub Admins to initiate the EC Voting Member confirmation process
September	PIs and Hub Admins confirm voting members via the CCOS website
October	EC Lead Team nominations open for 10 business days
November	EC Elections conducted electronically by CCOS
December	Results shared and new Lead Team members onboarded

**Note:** Elections may occur outside of this cycle on an ad-hoc basis to maintain continuity.

## Version History

V1.0 – August 22, 2025: Initial Version

## Guidance

### Before You Begin

Each CTSA hub designates voting representatives to the Enterprise Committees. These voting members participate in the nomination and election of EC Lead Team members.

- **Who can assign EC Voting Members on the CCOS website?**

Hub Administrators

- **Who can be a Voting Member?**

Individuals may be selected as voting members by their Hub Administrator and PI.

- **How many voting members can be assigned?**

- **One (1)** voting member per EC
- **Two (2)** voting members for the Biostatistics, Biomedical Informatics, and Data Science (BIDS) EC
  - These members should represent **different disciplines** (e.g., Biostatistics and Informatics)

**Commented [LF2]:** I revised this because having an account really doesn't have to do anything with being selected as a voting member. Having an account is noted further down.

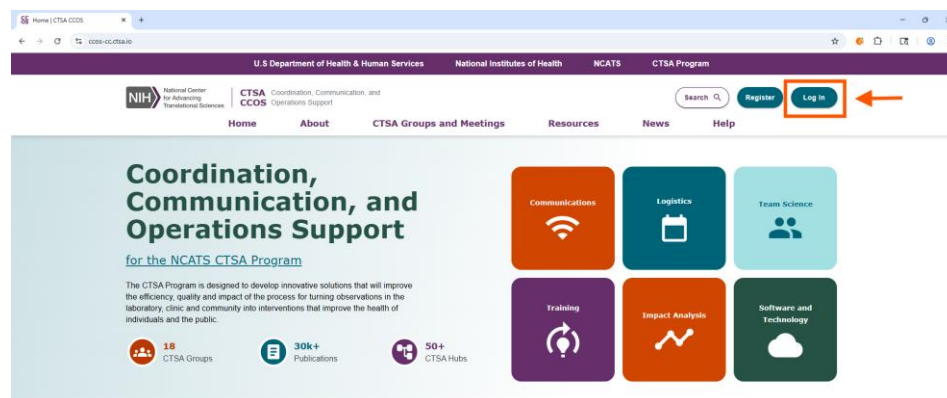
## Step-by-Step: Assigning EC Voting Members

### In This Section

1. [Log in to CCOS Website](#)
2. [Access the EC Voting Assignments Page](#)
3. [Assign Voting Members](#)
4. [Confirm & Submit](#)
5. [Final Review](#)
6. [Submission Complete](#)

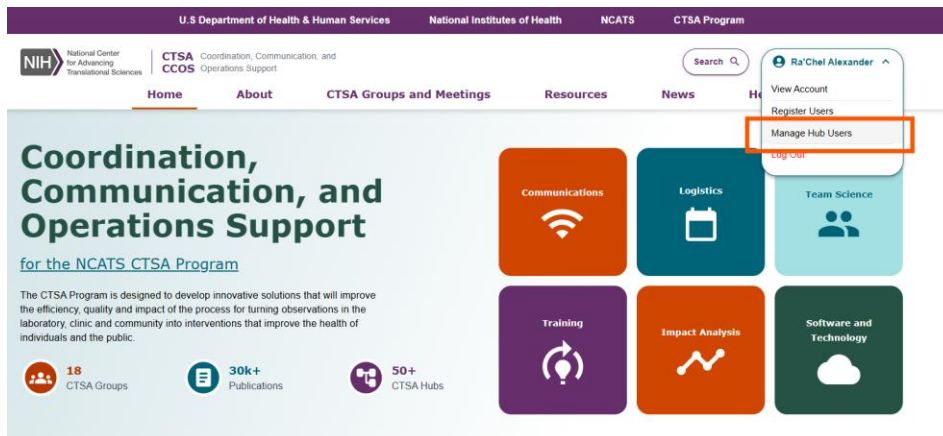
### Step 1: Log in to CCOS Website

- Go to [ccos.ctsa.io](https://ccos.ctsa.io)
- Log in with your approved account



### Step 2: Access the EC Voting Assignments Page

- Select your name in the **upper-right corner**
- Click **"Manage Hub Users"**



- In the left navigation menu, select "EC Voter Assignments"



## Step 3: Assign Voting Members

On the Enterprise Committee Voting Assignments page:

- A table will display with the following columns:
  - **Enterprise Committee**

- **Voting Member** (editable dropdown field)
- **Email** (auto-populates upon selection)

▲ Enterprise Committee voter assignments are open for enrollment! Confirm all assignments by September 30, 2025.

Manage Hub Users  
New User Requests  
Hub Memberships  
EC Voter Assignments

## Enterprise Committee Voting Assignments

Coordination, Communication, and Operations Support (CCOS)

**Open Enrollment**

**Instructions**

Check your hub's Enterprise Committee voter assignments. Update them if needed and **confirm all assignments by September 30, 2025**.

To understand your role during this period, [read the CTSA Guidance](#).

ⓘ Voters must have an **approved** or **pre-approved** CCOS account. If a member isn't selectable, [email CCOS Support](#).

Enterprise Committee	Voters	Email
Biostatistics, Biomedical Informatics and Data Science (BIDS)	Alex Paquet	alex.paquet@ict.com
	Lenore Roca	lenore.roca@ict.com
Collaboration & Engagement	Megan Stewart	megan.stewart@ict.com
Integration Across the Lifespan	Not Assigned	--
Workforce Development	Not Assigned	--

**Confirm \***

☐ I have reviewed the list of Enterprise Committee voters and confirm it is accurate.

[Discard Changes](#) [Submit Confirmation](#)

### To assign a Voting Member:

- Click in the **Voting Member** field for a given EC
- Begin typing the person's name
- Select the appropriate name from the filtered dropdown list (*Only users with approved/pre-approved accounts will appear*)
- Repeat for each EC
- If there is no voting member for an EC, select the "not assigned" option in the drop down list.

**Note:** For BIDS, assign **two** distinct voting members representing different fields (e.g., one from Biostatistics, one from Informatics)

## Enterprise Committee Voting Assignments

Coordination, Communication, and Operations Support (CCOS)

 Export to CSV

### Open Enrollment

#### Instructions

Check your hub's Enterprise Committee voter assignments. Update them if needed and **confirm all assignments by September 30, 2025**.

To understand your role during this period, [read the CTSA Guidance](#).

**ⓘ** Voters **must have an approved or pre-approved** CCOS account. If a member isn't selectable, [email CCOS Support](#).

Enterprise Committee	Voters	Email
Biostatistics, Biomedical Informatics and Data Science (BIDS)	<div>Not Assigned</div>	lenore.roca@icf.com
Collaboration & Engagement	<div>Not Assigned</div>	megan.stewart@icf.com
Integration Across the Lifespan	<div>Not Assigned</div>	
Workforce Development	<div>Not Assigned</div>	

**Confirm \***

☐ I have reviewed the list of Enterprise Committee members and confirmed their assignments.

[Discard Changes](#) [Submit Confirmation](#)

## Step 4: Confirm & Submit

- At the bottom of the page, check the “**Confirm EC Voting Members**” box
- Click “**Submit Confirmation**”

## Enterprise Committee Voting Assignments

Coordination, Communication, and Operations Support (CCOS)

 Export to CSV

### Open Enrollment

#### Instructions

Check your hub's Enterprise Committee voter assignments. Update them if needed and **confirm all assignments by September 30, 2025**.

To understand your role during this period, [read the CTSA Guidance](#)

**!** Voters **must have** an **approved** or **pre-approved** CCOS account. If a member isn't selectable, [email CCOS Support](#).

Enterprise Committee	Voters	Email
Biostatistics, Biomedical Informatics and Data Science (BIDS)	Not Assigned	--
	Lenore Roca	lenore.roca@icf.com
Collaboration & Engagement	Megan Stewart	megan.stewart@icf.com
Integration Across the Lifespan	Not Assigned	--
Workforce Development	Not Assigned	--

Confirm \*

☒ I have reviewed the list of Enterprise Committee voters and confirm it is accurate.

[Discard Changes](#)

[Submit Confirmation](#)

## Step 5: Final Review

- A confirmation window will appear
- Review selections
- Click **“Confirm”** to finalize submission



## Enterprise Committee Voting Assignments

Coordination, Communication, and Operations Support (CCOS)

### Open Enrollment

#### Are you sure?

Please note that once you submit your EC Voter confirmation, you will not be able to make any edits (until the next EC Election cycle). If you need to make changes after your submission, please [email CCOS Support](#) for assistance.

Enterprise Committee	Voters	Email
Biostatistics, Biomedical Informatics and Data Science (BIDS)	Not Assigned	--
	Lenore Roca	lenore.roca@icf.com
Collaboration & Engagement	Megan Stewart	megan.stewart@icf.com
Integration Across the Lifespan	Not Assigned	--
Workforce Development	Not Assigned	--

CancelSubmit Confirmation

Workforce Development

Not Assigned

## Step 6: Submission Complete

You A banner reading **“Thank you for confirming”** will display at the top of the page. Your EC Voting Member assignments have now been submitted successfully.

- [Email support](#) if you need to make changes after you confirm.

**Thank you for confirming!**No further action is needed at this time. If you need to make changes to the EC Voting Assignments, please [email CCOS Support](#).

## Manage Hub Users

New User Requests

Hub Memberships

EC Voter Assignments

## Enterprise Committee Voting Assignments

 Export to CSV

Coordination, Communication, and Operations Support (CCOS)

View your hub's Enterprise Committee voters. To request changes, follow the steps in [link to document](#).**Open enrollment starts on 9/1/2025.** To understand your role during this period, [read the CTSA Guidance](#).

Showing 4 Enterprise Committees

Enterprise Committee	Voters	Email
Biostatistics, Biomedical Informatics and Data Science (BIDS)	Not Assigned	--
	Lenore Roca	lenore.roca@icf.com
Collaboration & Engagement	Megan Stewart	megan.stewart@icf.com
Integration Across the Lifespan	Not Assigned	--
Workforce Development	Not Assigned	--

## Need help?

[Email support](#) with the following information so we can help you faster:

- **Your name:** [First and last name]
- **Your role or team:** [e.g., Program Analyst, HR Specialist]
- **Feature or task you were using:** [e.g., Uploading a document in File Manager]
- **What you expected to happen:** [e.g., I expected the file to upload and show a confirmation message]
- **What actually happened:** [e.g., I received an error message that said “Upload failed”]
- **Steps you took before the issue occurred:**
  - [Step 1]
  - [Step 2]
  - [Step 3]
- **Screenshot (if possible):** [Attach image]

## We’d Love Your Feedback

Have thoughts on this guide? [Send us an email](#) and let us know what you think. Your feedback helps us understand what’s working well and where we can improve.