



APTA Academy of Cardiovascular and Pulmonary Position Description

Research Committee Director

Term: Elected to three-year term, with no more than two consecutive terms; time commitment varies based on responsibilities.

- Section Grant
 - Update website on requirements through Public Relations Committee.
 - Annually send out call for grant proposals through Public Relations Committee.
 - Coordinate grant reviews with research committee members.
 - Coordinate funding with recipient and Treasurer.
 - Obtain progress reports from researchers and report.
 - Coordinate research project for presentation with Program Chair and publication with Journal Editorial Board.
- CSM Abstracts
 - Liaison to APTA and ScholarOne for committee access.
 - Assign abstracts to committee members for review.
 - Decide presentation type and quantity with Program Committee.
 - Communicate with authors on decisions.
 - Provide feedback to authors for mentorship.
 - Communicate with authors to confirm and schedule presenters.
 - Submit abstracts to journal for publication.
 - Schedule platform presentation.
 - Secure moderators for platform presentation.
 - Submit CEU application for platform presentations to APTA.
 - Secure committee members to review abstracts at CSM for research awards.
 - Coordinate research award and announcement with Executive Director and Public Relations Committee.
- Edge Task Force
 - Attend Edge Task Force meetings.
 - Coordinate with committee members and section to define outcome measures.
 - Provide reports of update of section work.
 - Liaison with APTA on their actions and opportunities.
- Journal
 - Encourage CSM abstract authors to submit their work for journal publication.
 - Support manuscript reviews by coordinating committee members with Journal Editorial Board.
- Orient the incoming Research Chair following the Business Meeting at CSM. As part of the orientation process, the immediate past-Research Chair shall serve in an advisory capacity for one year so long as such service does not preclude other Section activity.