

## **Center for Research on Ingredient Safety (CRIS)**

### **Internal Advisory Committee**

#### **Charter** (*Approved on September 19, 2017*)

Michigan State University (MSU) established the Center for Research on Ingredient Safety (CRIS) in 2014 to serve as a program with a focus on the safe use of chemical ingredients in consumer packaged goods including foods, beverages, cosmetics and household consumer products that will broadly build capability in three areas: scientific research, education & training, and risk communication. It is envisioned that the impact of CRIS will be achieved through the following goals:

- Produce and disseminate unbiased research data and analysis on the safe use of ingredients in food and consumer products
- Establish advanced training to develop the next generations of toxicologists with expertise in ingredient safety
- Develop independent and effective risk communication aimed at supporting evidence-based decision making

As part of the proposal to place the Center on the campus of MSU, the founders agreed that a team called the Internal Advisory Committee (IAC) would be established that would be responsible for the day-to-day administrative oversight of CRIS, and that would reflect the three fundamental activities at the core of the Center.

### **STRUCTURE AND OPERATION OF THE IAC**

The optimal structure of the IAC requires an approach that integrates the perspective of individuals involved in leading academic units on the MSU campus aligned with the goals of CRIS:

- (1) Current composition of the IAC:
  - a. Chair, Department of Food Science and Human Nutrition (FSHN)
  - b. Chair, Department of Pharmacology and Toxicology (PHM)
  - c. Director, Institute of Integrative Toxicology (IIT)
  - d. Director, MSU AgBioResearch
  - e. Assistant Vice President, Office of the Vice President for Research and Graduate Studies
  - f. Associate Dean for Research, College of Agriculture and Natural Resources
- (2) Terms of service on the IAC:
  - a. As the members of the IAC serve because of the roles that they play at their respective academic institutions, they will serve as long as they are in the roles identified above
  - b. When a member of the IAC steps down from their current position, they will ideally be replaced on the IAC by the individual who replaces them in that role

- c. New members representing other academic units can be added to the IAC based on the consensus and recommendations of the current members
- (3) IAC Operations:
- a. The Chair, Food Safety and Human Nutrition, and the Director, Institute for Integrative Toxicology, will serve as co-chairs of the IAC
  - b. The Director and Endowed Chair, Center for Research on Ingredient Safety (CRIS), will be an *ex officio* member of the IAC
  - c. The Center Director will work with the two co-chairs to coordinate the activities of the IAC

## **FUNCTIONS OF THE IAC**

The IAC has two primary functions:

1. Provide the day-to-day administrative oversight of CRIS
2. Maintain fiscal oversight of the programs within the Center to ensure the appropriate distribution of resources

General activities to be carried out by the IAC:

- (1) Provide the day-to-day administrative oversight for the Center through the following activities:
  - a. Review documents prepared by the Director in support of establishing the infrastructure of the Center
  - b. Assist the Director in planning meetings for the Center, including the Annual Meeting
  - c. Advise the Director on approaches to resolve conflicts, address challenges and respond to questions associated with the activities of the Center
  - d. Recommend approaches to the Director to ensure that the Center is focused on meeting its goals, milestones, and objectives
  - e. Support the Director in formulating and implementing performance metrics for the Center
- (2) Work with the Director to ensure that the Center has the necessary resources to meet its goals, milestones, and objectives relative to the primary activities envisioned for CRIS
- (3) Make appointments for non-industry representatives to the External Advisory Committee (EAC) and the Emerging Issues Committee (EIC) [Note: the industry representatives to these committees will be elected by the Center Members in accordance with the Center's Bylaws]

Specific activities to be carried out by the IAC:

- (1) Assist the Director in building a network of investigators across relevant programs on the MSU campus to support the CRIS scientific research goals
- (2) Provide recommendations to the Director on approaches to expand the reputation of the Center on the MSU campus
- (3) Advise the Director on approaches to resolve conflicts, address challenges and respond to questions associated with MSU policies and procedures
- (4) Bring research, educational & training, and communication activities consistent with the Mission and Vision of CRIS to the attention of the Center Director
- (5) Provide recommendations to the Center Director on ways to improve the communication strategy of CRIS (e.g., website, e-newsletter, etc.)
- (6) Assist the Center Director in identifying potential candidates representing the external academic community, government organizations, and non-governmental organizations (NGOs) for service on the CRIS EAC and EIC

#### **IAC MEETINGS:**

To the extent possible, the IAC shall meet face-to-face monthly. Ideally, at least one of the two co-chairs should be present at each meeting of the IAC. Guests may attend with the agreement of the majority of IAC members. The Director will develop and distribute a 'draft' agenda at least 48 hours in advance of an IAC meeting, and will develop 'draft' minutes within two weeks after an IAC meeting.

**Current Members of the CRIS Internal Advisory Committee:**



**Doug Buhler**, Director of MSU AgBioResearch and Assistant Vice President for Research and Graduate Studies



**Fred Derksen**, Professor and Chair, Department of Food Science and Human Nutrition



**Doug Gage**, Assistant Vice President for Research and Graduate Studies



**Norb Kaminski**, Director, Institute of Integrative Toxicology (IIT), and Professor, Pharmacology and Toxicology



**Richard Neubig**, Professor and Chair, Department of Pharmacology and Toxicology



**George Smith**, Associate Director of MSU AgBioResearch and Associate Dean for Research for the College of Agriculture and Natural Resources