

## **FACILITIES, OTHER RESOURCES, AND EQUIPMENT**

### **Behavioral Health Research Center of the Southwest, a center of Pacific Institute for Research and Evaluation**

#### Institutional Environment

Founded in 1974, the Pacific Institute for Research and Evaluation (PIRE) is a 500+ person 501(c)3 nonprofit organization with a \$24 million annual budget. For more than 30 years, PIRE has been a leading private, not-for-profit research institute conducting studies in the areas of substance abuse prevention and related problems (health, domestic and criminal abuse, and other affiliated social issues), substance abuse intervention, safety research, and child development. PIRE's ten major research centers focus on a wide range of health, mental health, safety, and injury prevention issues and alcohol, tobacco, and other drug problem prevention research and evaluation efforts. PIRE currently operates many grants and contracts awarded through peer-review processes, and under the leadership and management of a senior scientist faculty who are experienced researchers holding doctoral degrees.

Current clients include the National Institute of Health, National Institute on Drug Abuse (NIDA), National Institute on Alcoholism and Alcohol Abuse (NIAAA), National Institute on Mental Health (NIMH), National Institute on Occupational Safety and Health (NIOSH), National Transportation Safety Board (NTSB), National Center on Injury Prevention and Control, National Institute for Dental Research, National Highway Traffic Safety Administration (NHTSA), Office of Juvenile Justice and Delinquency Prevention (OJJDP), United States Navy, United States Coast Guard, U.S. Consumer Products Safety Commission, U.S. Department of Education, and various States and foundations.

The administrative headquarters of PIRE and one-third of its technical staff are housed in Calverton, Maryland. PIRE's other major research center is in Berkeley, California. Smaller research offices are located in five states (New Mexico, North Carolina, Kentucky, Rhode Island, and Wisconsin).

Senior staff members at the Institute serve as principal investigators, research scientists, evaluators, and project directors, and are supported by seasoned research and program associates, research assistants, finance, information technology and administrative staff. These staff members have substantive backgrounds in fields touching on all aspects of health, education, and social problems, including public health, child and adolescent health and development, sociology, economics, political science, systems analysis, criminology, anthropology, psychology, law, mathematics, and communications.

The Institute's work includes investigator-initiated and contract research and program development. The Institute maintains in-house capabilities for all aspects of research design, implementation, and analysis, including an extensive library of printed materials, state-of-the-art computer facilities for data management and manipulation, and the publishing capacity to disseminate the Institute's work.

Institute scientists serve on many national and international research and policy panels and are regular contributors to the refereed scientific literature. A publications list is available and contains thousands of journal articles, books, chapters, and scientific presentations. Many Institute scientists hold academic appointments in schools of public health and medicine, and in university departments of anthropology, sociology and psychology.

#### Cross-Site Collaboration

PIRE has many in-house systems it can use for internal and external methods of collaboration including video- and audio-conferencing systems and a wide range of Web and Internet-based services. These services include Websites for the purpose of data collection and retrieval; e-mail systems integrated with document storage, and secure Web-based folders and forums where information and ideas can be shared.

Video-conferencing. All PIRE centers are video- and audio-conference ready and are connected to our conferencing network. Specifically, all major PIRE Centers have dedicated video conferencing equipment. Portable equipment is available for smaller sites and projects. PIRE's capabilities also consist of multisite video-conferencing equipment with bridging capabilities. The Institute's bridging system allows connections with non-PIRE conferencing systems and the ability to combine IP video, ISDN video, and voice-only equipment into a single conference.

Web and Internet Services. PIRE provides a wide array of Internet-based services for the purpose of collaboration. The Institute creates, maintains, and hosts all of its Websites and Internet services. Many of our sites function solely to perform data collection and retrieval for survey-based studies. PIRE also uses services such as WebDav to provide Web folders that are accessible from anyplace that can connect to the Internet. These Web folders provide a secure and easily accessible place where data and documents can be posted and collectively edited. Additionally, a centralized e-mail system is used by PIRE that incorporates libraries for the purpose of sharing internal documents. PIRE also hosts traditional newsgroups forums and also Web-style posting boards to provide discussion areas for sharing information and ideas. Finally, PIRE uses various services for mass mailings and e-newsletter distribution. We also collect survey data through Websites and use notification services to inform PIs when input of data has reached certain levels.

### Information Technology

Under the leadership of our Director of Information Technology, our IT experts design, maintain, secure, and provide support for our technological infrastructure; provide support in the use of technology; determine the most cost-effective method of implementing technology; and keep abreast of emerging technologies in order to implement new systems appropriate to the requirements of our programs and projects. The IT team manages and supports our technological systems including video and audio conferencing, network and system administration; Web site administration, development, and hosting; and database administration and development.

### Protection of Human Subjects

PIRE has a Federal-wide Assurance (#FWA00003078) on file with OHRP (Office for Human Research Protections). The assurance formalizes the institution's commitment to protecting human subjects.

As part of that assurance, PIRE operates three Institutional Review Boards (IRBs). As required by regulations, each of PIRE's IRBs has at least five members with varying backgrounds and expertise to promote complete and adequate review of research activities conducted by the institution. Each IRB's membership consists of at least one scientist and one nonscientist, as well as at least one member who is not otherwise affiliated with the institution. The IRB reviews all research in which human participants (or data about them) are involved to ensure the protection of the rights and welfare of research subjects.

Further, PIRE requires that all personnel involved in human subjects research receive education and training on the requirements for protecting human subjects. All principal investigators seeking funding through the DHHS grant and contract mechanism are required to assure that key personnel proposed on research applications have received the training.

### Equipment Specific to BHRCS

All staff members have fully furnished private or semiprivate offices. Staff members, each staff person has a telephone with voice mail and a personal computer attached to a hybrid network of Windows 2000 and Novell 6.0 servers that provide access to our files, our internal Website, and many other services. Three high-speed T-1 lines and a DSL line (6 MB) serve the Calverton office. The BHRCS office is served by dual (redundant) high-speed DSL lines. These connections carry our videoconference service and provide us with fast, well-protected (firewall routers) connection to the Internet. PIRE's Website ([www.pire.org](http://www.pire.org)) provides further information about our outreach capabilities. In addition, the site is fully equipped with all the normal office equipment - two general purpose printers, a high-speed color printer, plain paper fax machine, slide, overhead, and PowerPoint projectors, and an advanced copier with scanning, copying, and printing capabilities. Portable computers are available for checkout and for use at meetings and other fieldwork. Our conference room is equipped with audio taping capabilities, videotape recording and playback equipment, and a video-conferencing system. Finally, included in our list of software are SAS, SPSS, N-vivo statistical packages, Microsoft Office (Access, Excel, Word, Publisher and PowerPoint), WordPerfect 10, Visio, CorelDraw, Delta Graph, PageMaker, and Dreamweaver. We also maintain a bibliographic database using Reference Manager containing thousands of citations on alcohol, drug, tobacco, injury, mental health, and poisoning.

### General and Financial Accounting Capabilities

Fiscal oversight begins with a Board of Directors whose fiduciary responsibility includes authorizing line of credit limits based on the volume of current contracts. Our long-established relationship with local banks and our record of sound fiscal management have made increases in lines of credit possible as required by the contract work load.

PIRE uses generally accepted not-for-profit accounting principles and is audited annually by a professional public accounting firm. PIRE has centralized and Web-accessible, computerized accounting, electronic timesheet, and personnel systems covering all its operations. Project managers receive monthly statements of project expenditures and have on-line access to staff time charges.

The Executive and Central Business offices provide financial and administrative support to scientists throughout the Institute. They assist in meeting all state and federal requirements for financial, personnel, and administrative management of Institute initiatives. A sophisticated financial tracking system allows investigators to maximize resources while completing projects within allotted budgets and timeframes.

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### Libraries and Information Services

Our major offices have specialty substance abuse and safety libraries, which are supplemented by interlibrary loan agreements. Two overhead-funded librarians (both with masters degrees in library and information science) are housed in our Calverton offices. Our extensive dataset libraries will be particularly useful to this project. Each major PIRE office has a specialty library. In addition to maintaining a searchable, Web-based database of 9,000+ volumes of indexed and abstracted records (under the stewardship of a librarian with extensive experience in both corporate and governmental specialized library collections), the database provides retrieval for the PIRE library collection, which consists of books, reports, reference manuals, journal articles/reprints, directories, and other related materials. PIRE subscribes to more than 60 journals, monographs, and newsletters that provide the latest in research literature, case studies, and program information to our staff. Additionally, the libraries also maintain a large dataset library that includes most national health care data sets; vital statistics on mortality, crime, and census demographic datasets; plus many state hospital discharge datasets and large health care claims files. Electronic database access and capabilities for performing literature searches includes Medline, Docline, Dialog, Lexis-Nexis, and other Web based databases/catalogs. One Web-based resource that PIRE uses is EndNote Plus. The EndNote Plus Web database is a searchable bibliographic database designed to allow Institute-wide access to bibliographic references of PIRE staff. EndNote Plus serves as a single point of access to the PIRE site's bibliographic references, which includes thousands of citations related to PIRE-related subject area studies and work. At BHRCS all

The PIRE library is an *Affiliate Member of the National Network of Libraries of Medicine* and the library's resources are supplemented by interlibrary loan privileges with both local and national universities, government agencies, and other specialized library collections.

### Production and Administrative Services

The manager and technical editor supervises a production team of administrative assistants, production specialists, assistant editors, and graphic artists. Team members work with principal investigators and other senior staff to produce proposals, reports, journal articles, newsletters, and brochures. In addition, they prepare slide presentations and poster displays. The production team's services include editing, document design, graphics, and word processing. They also provide several administrative services, such as conference, journal, proposal, and report tracking. They have experience in working with the Microsoft Office Suite of Products, as well as CorelDraw, Corel PhotoPaint, DeltaGraph, and EndNote.