

Project Pod Charter

Complete before work begins. This is the project's contract and its two-page operating manual. Revisit at the annual portfolio review.

Project title: __ **Charter date:** __ **Project lead:** __

1. Scientific aims

- Specific Aim 1:
- Specific Aim 2:
- Where this sits on the through-line (Exposure → Immune → Forecasting → Translation → Workforce):
- Which SMART goal it advances:

2. Datasets & governance

Dataset	Tier/access	Where analysis must happen	DUA/IRB ref	Data Steward

- IRB-of-record / protocol #: __ (*confirm with PI*)
- Variable dictionary location: __

3. Pod roles

Role	Person	Backup / co-holder (trainee)
PI		
Project Lead		
Data Steward		
Analysis Lead		
Writing Lead		
Visualization/Dashboard Lead		
Reproducibility Lead		
Science Communication Lead		
Trainee Contributors		

4. Deliverables & timeline

Deliverable	Owner	Target date

5. Authorship plan (discussed at start)

- Anticipated first author:
- Anticipated senior author:
- Notes / student-first pathway:
- (Link to Authorship/Contributorship Agreement)

6. Cadence & communication

- Weekly meeting day/time:
- Channels (tasks / code / docs):
- Repo URL:

7. Risks & dependencies

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