

Peanut Genome Consortium

Policies and Procedures

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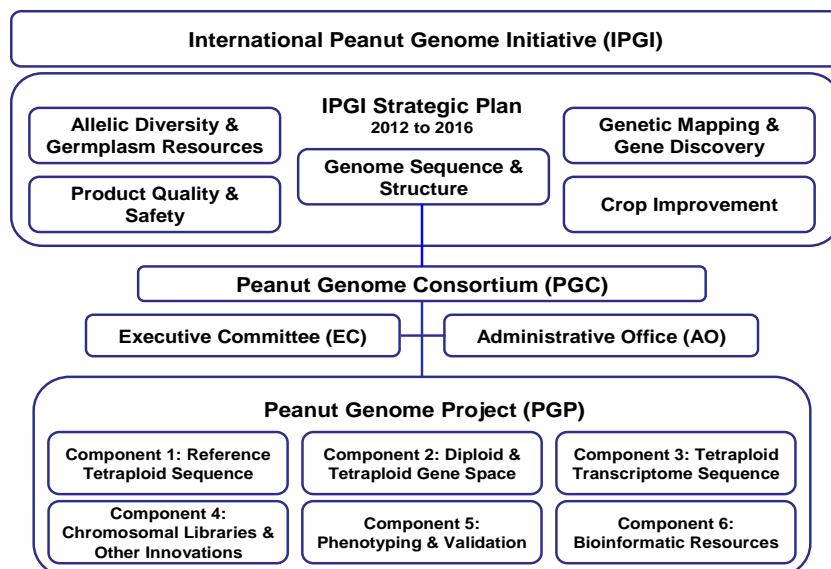
Article I. Goal Statement

The Peanut Genome Consortium (PGC) brings together a coalition of international scientists and stakeholders to guide and implement research conducted in the Peanut Genome Project (PGP), an integral program within the International Peanut Genome Initiative (IPGI). Goals and expectations of the IPGI are documented in the current versions of the *International Strategic Plan of the Peanut Genome Initiative*. The PGP is quite different from other genome projects in that it includes significant gene expression studies, characterization of germplasm diversity, a genome wide association study (GWAS), a phenotyping component, high density genome maps of the cultured variety and of wild peanut crosses, plus the generation of a reference sequence. Specific goals include: 1) development of a high quality chromosome scale draft of a tetraploid (cultivated species) reference genome sequence, 2) high throughput genome and transcriptome characterization of tetraploid, amphidiploid and diploid (progenitor species) genetic resources, 3) phenotypic trait association with mapped genetic markers, and 4) interactive bioinformatic resources for data curation and analysis. The outcome of these efforts will enable molecular breeding approaches for enhancing peanut yielding ability, resistance to diseases and insects, tolerance to environmental stresses, and improved quality traits that promote peanut crop competitiveness and grower's profitability in an environmentally sustainable manner.

Article II. Structure and Roles of Committees

Section 2.01 Organizational Structure

PGC shall consist of an Executive Committee (EC) and an Administrative Office (AO). Affairs of the PGC will be directed by the EC and administered by the AO. The Peanut Foundation (PF) located in Alexandria, Virginia, USA shall serve as the AO. The PF is an organization that directs and supports peanut research on behalf of all segments of the peanut industry and strives to satisfy the demands of consumers while enhancing the commercial viability of the peanut industry. The EC is considered a permanent committee that works in concert with the PF. Other special temporary committees can be formed or dissolved ad hoc to help with special needs such as: an Annual Meeting Committee, Technical Advisory Committee, and program assessment panels.



Section 2.02 Executive Committee

2.02(a) Purpose:

The purpose of the Executive Committee is to provide overall guidance and oversight for the PGP. In order to fulfill the goals set forth in Article I, the EC may establish relevant research priorities; ensure the quality and performance of PGP research projects; develop, approve and implement budgets; recommend contractual agreements; appoint members of other committees; amend, repeal or adopt policies/procedures; and conduct programmatic assessments.

2.02(b) Committee Composition

2.02(b1) Number of Members

The EC will consist of twenty (20) members plus five (5) Ex Officio members as indicated in the table below:

Executive Committee, The Peanut Genome Consortium	
Contributing Members	
Howard Valentine	The Peanut Foundation
Howard Shapiro	MARS, Inc
Victor Nwosu	MARS, Inc
Richard Michelmore	University California-Davis
Lutz Froenicke	University California-Davis
Scott Jackson	Univeristy Georgia
Peggy Ozias-Akins	University Georgia
Baozhu Guo	USDA Agricultural Research Service-Tifton GA
Corley Holbrook	USDA Agricultural Research Service-Tifton GA
Brian Scheffler	USDA Agricultural Research Service-Stoneville MS
Greg May	National Center Genome Resources
David Bertioli	Univeristy Brasilia
Soraya Bertioli	Embrapa Recursos Genéticos e Biotecnologia (Cenargen)
Rajeev Varshney	International Crops Research Institute for the Semi-Arid Tropics (ICRISAT)
Xingyou Zhang	Henan Academy of Agricultural Sciences at Zhengzhou
Xun Xu	The Beijing Genome Institute
Xingjun Wang	Shandong Academy of Agricultural Sciences
Mark Burow	Texas A&M University-Lubbock TX
Tom Stalker	North Carolina State University
Richard Wilson	The Peanut Foundation/Oilseeds & Biosciences Consulting
Chairperson	Scott Jackson
Co-Chairperson	Richard Michelmore
Co-Chairperson	Peggy Ozias-Akins
Liaison-India	Rajeev Varshney, ICRISAT
Liaison-China	Baozhu Guo, USDA, ARS
Liaison-Brazil	David Bertioli, University of Brasilia
Liaison-W. Africa	Farid Waliyar, ICRISAT
Liaison-Australia	Graham Wright, Peanut Corporation of Australia
Liaison-Japan	Sachiko Isobe, Kazusa DNA Research Institute
Liaison-Israel	Ran Hovav, Agricultural Research Organization - the Volcani Center
Ex Officio Members	
Roy Scott	USDA Agricultural Research Service-Office National Programs
Pedro Arraes	President, EMBRAPA
Jean-Marcel Ribaut	Director, The GENERATION Challenge Grant Program
Chairman Luo Fuhe	Vice-Chairman 11th National Committee of the Chinese People's Political Consultative Conference (CPPCC) and, Executive Vice-Chairman China Association for Promoting Democracy (CAPD) Central Committee
David Hoisington	Deputy Director General for Research, ICRISAT

2.02(b2)

Length of Term

Members shall serve no specified length of term. Changes in membership will be made as needed by majority vote of the EC to address priorities set forth in the IPGI Strategic Plan that are relevant to the PGP. A committee member may select and be represented by an alternate or delegate by proxy to another member to ensure a quorum during scheduled meetings and teleconferences. An Officer must be notified of proxies in advance of relevant meetings/conferences to validate voting rights.

2.02(b3) Administration

A member from the PF will serve as administrator of the PGC. That individual will have fiduciary responsibilities including fund raiser and fund holder; and will implement fiscal transactions for the PGC.

2.02(b4) Officers

A Chairperson and two (2) Co-Chairpersons will be elected by a simple majority of EC members at an Annual Meeting for a term of one-year, without term limits. The Chairperson shall be responsible for general management, supervision and direction of EC activities. In the absence or direction of the Chairperson, a Co-Chairperson shall assume these duties. At least one officer will be a representative of a research institution. Any officer may resign upon giving written notice to the EC via the AO. Vacancies will be filled by the EC in a timely manner for the remainder of the term.

2.02(b5) Meetings

The EC shall hold an Annual Meeting during the Plant & Animal Genome meeting in San Diego, CA. Additional meetings or teleconferences may be called by the EC Chairperson as needed, and will be conducted by the same procedures described in Section 2.02(c) Meeting Protocol. The EC also may help organize and encourage participation in meetings of the IPGI.

2.02(b6) Addition of Members

Inclusion of additional voting members plus Ex Officio members will be based on need for technical expertise to achieve the mission and goals of the PGC. A 2/3 vote of the EC will be required for addition of members. ‘

2.02(b7) Ex Officio Members

The function of ex-officio members will be to maintain awareness of the activities and exchange of information among PGP researchers, and serve as an expert resource for decisions and actions considered by the EC. Ex-Officio members are invited but not required to attend or participate directly in IPGI, PGC and PGP meetings or teleconferences.

2.02(b8) International Liaisons

Members of the EC may be appointed to serve as an International liaison (IL). An IL will serve as the principle conduit for transfer of information between the PGC and a geographical sector of the genomics research community, and may promote awareness of the PGP among professional colleagues in the genomics

research community. ILs should attend or participate directly in IPGI, PGC and PGP meetings or teleconferences.

2.02(c) Meeting Protocol

2.02(c1) Quorum

A quorum shall consist of more than 50% of the current members. This also pertains to voting by electronic media.

2.02(c2) Voting

Each eligible member of the committee will have one vote. Voting outcome shall be determined by a simple majority of votes cast. Mail/electronic votes may be conducted between EC meetings on emerging issues. Timely efforts will be made to notify and provide EC members with materials under consideration.

2.02(c3) Rules of Order

Any subject may be brought to the EC for consideration in the form of a motion. Robert's Rules of Order will be followed in all procedures.

2.02(d) Responsibilities

- Provide direction and guidance to the PGP.
- Develop and approve research program descriptions and priorities.
- Organize and approve the agenda and location of the annual research forum.
- Define deliverables, timelines and anticipated costs for PGP activities.
- Develop and approve the PGP recommended budget.
- Review and approve the structure and composition of the EC and other committees as needed.
- Establish data sharing and use policies.
- Document annual research progress in relation to the IPGI Strategic Plan.
- Conduct periodic external program assessments.
- Approve Policies & Procedures and Amendments to the Procedures.

Section 2.03 Administrative Office (AO)

2.03(a) Purpose

The purpose of the AO is to act as the administrative and communication headquarters for the PGC under the direction of the EC. The Peanut Foundation member serves as administrator.

2.03(b) Responsibilities

- Organize EC meetings, conference calls, etc.
- Record and distribute minutes.
- Organize PGC annual research forums.
- Negotiate and implement contractual agreements and financial transactions for the PGC.
- Manage public relations activities for the PGC.
- Publish annual reports, status reports, and financial summaries.
- Publish the IPGI Strategic Plan.

- Develop a process to conduct an assessment of research accomplishments conducted under the IPGI Strategic Plan and report the assessment to the EC and other appropriate individuals.
- Organize fund raising events and facilitate fund allocation to selected projects.
- Serve as resource management/accountability center.

Article III. Data Sharing & Use Policy

The PGC has the explicit goal of enabling breeders, geneticists, molecular biologists and other researchers to accelerate the pace of enhancing productivity, crop protection and product quality/safety of the cultivated peanut. PGP investigators, collaborators and associates are encouraged to share data, inventions and other resources, and to make products from the project widely available and useful in a timely manner.

Section 3.01 Purpose

A published Data Sharing & Use Policy contributes to more transparent working relations and sets criteria for managing permission to use and distribute data. Such policy assures providers that data is managed responsibly, and ensures data users acknowledge the data source and the conditions under which the data is made available. Therefore, policy for data sharing & use is needed to facilitate timely public access to primary data, samples, physical collections and other supporting materials derived from the project.

Section 3.02 Data Sources

"Research Data" embodies the recorded factual material commonly accepted in the scientific community that is relevant to the generation, validation or defense of research findings. Research Data does not include: 1) preliminary analyses; 2) drafts of scientific papers; 3) plans for future research; 4) peer reviews; 5) communications with colleagues; 6) physical objects (for example, laboratory samples, audio tapes, video tapes); 7) trade secrets; 8) commercial information; 9) materials necessary to be held as confidential by a researcher until publication in a peer-reviewed journal; 10) information which is protected under the law (for example, intellectual property); 11) personnel and medical files and similar files, the disclosure of which would constitute unwarranted invasion of personal privacy; 12) information that could be used to identify a particular person in a research study; or 13) data that are already available to the public domain through an archive or other source.

Section 3.03 Data Use

All data and image resources associated with the PGP will be archived electronically on secure systems at the National Center Genome Resources (NCGR) in Santa Fe, NM. NCGR will ensure that original data remains available for use by future generations. All data and image resources and associated resources will undergo appropriate quality assurance checks. All data and image resources will be fully interactive with the Legume Information System (LIS) for comparative and association genomic analyses. Data providers and users must be acknowledge they have read and accept the Terms & Conditions set forth in Section 3.05

Section 3.04 Data Sharing

Collaborating members of the PGP are expected to publish or otherwise make publicly available the results of work conducted except in cases where such disclosure would jeopardize proprietary information developed during the course of the project.

All investigators working under the auspices of the PGP are encouraged to collaborate and distribute peanut genome and sequence data via relevant worldwide web sites. Genome sequences, protein sequences, and genomic resources must be available to all segments of the scientific community, including industry and the international community. A reasonable charge is permissible for distribution. If accessibility differs between industry and the academic community, the differences must be clearly described in a plan of work.

The PGC supports the currently accepted community standards (Bermuda and Ft. Lauderdale agreements; www.genome.gov/pfv.cfm?pageID=10506537) for rapid release of genome sequences following the current guidelines for quality assessment as described by the National Institutes of Health (NIH) National Human Genome Research Institute (NHGRI) at: www.genome.gov/10000923 & www.genome.gov/10001812).

The PGC is committed to promoting the use of the data held within the archive. PGC associates believe the subject data resources should be available for use in not-for-profit decision making, research, education and other public-benefit purposes. However, when warranted PGC, as a responsible data custodian, may restrict access to all or part of some data resources. When restrictions are applied the justification and rationale behind the decision will be documented and made available. Examples of reasons why PGC may restrict data access are listed below.

- If the release of certain data is likely to increase the risk of environmental damage or put particularly sensitive species at risk.
- If the release of data is likely to jeopardize the supply of data and collection of future data resources. NCGR is a data custodian and does not own the data resources held in LIS.
- If the data provider has requested that certain data or information be withheld when, for example, data may be commercially sensitive or where the data is under preparation prior to publication. The restriction may be permanent or temporary depending on the restrictions agreed with the data provider.
- If the data contains personal information.

Section 3.05 Terms and Conditions

Terms and conditions stated here define the circumstance under which the PGC, referred to hereafter as the "Provider") is making PGP data available to an institution or an individual (referred to hereafter as the "User"). "The Parties" refer to both the Provider and the User.

Terms and conditions of information access.

The Provider is making available the information and data found in PGP databases for general information purposes for scientific research, germplasm conservation and enhancement such as plant breeding, technical training, general education, academic

use, or personal use. Anytime the User consults the data base through the LIS web site, he/she shall be bound to the same obligations under this Section. Should the User store the information and data for future use he/she shall be bound to the same obligations under this Section.

The User shall not claim legal ownership over the information and data found in the data base nor use the data in any way that would impede public access and application of any portion of the database. For clarity, the user agrees not to claim any of the sequences disclosed in these databases in any patent application. However, the foregoing shall not prevent the User from releasing, reproducing or seeking intellectual property protection on improved seeds or plants that may be developed using the information for purposes of making such seeds or plants available to farmers for cultivation.

NO WARRANTY. THE PROVIDER IS MAKING AVAILABLE THESE INFORMATION AND DATA. THE PROVIDER HOWEVER DOES NOT GUARANTEE THE ACCURACY OR COMPLETENESS OR CORRECTNESS OF THE INFORMATION AND DATA AND PROVIDE THE DATABASE "AS IS" WITHOUT WARRANTY OF ANY KIND. THE PROVIDERS SHALL NOT BE LIABLE FOR DAMAGES RESULTING FROM THE USE OF THE INFORMATION AND DATA.

Section 3.06 Acknowledgments and Further Disclaimers

The Provider wishes to acknowledge the participation of the NCGR. NCGR makes no representations, warranties, and provides no indemnities with respect to the information, data, database, or any other items provided hereunder, all of which are provided "AS IS". In no event shall NCGR's liability for direct or indirect damages arising from any cause of action whatsoever exceed one-hundred United States dollars (US\$100.00). NCGR is an intended third party beneficiary of this section.

All data and image holdings are made available for use under PGC Terms and Conditions stated in Section 3.05 to help protect the copyright of the data and image owners. NCGR holds datasets provided by a variety of public and private bodies, and individual researchers. The data/image owner or copyright holder will be acknowledged as the source of any data that is available for distribution. Data owners retain the copyright of the original data or images at all times. Data owners have given NCGR permission to hold copies of data/image(s) within the PGP archive.

Anyone wishing to use data or images for commercial purposes will require additional permission from the Provider. Similarly, additional permission will be required for the use of images for wide dissemination, including use on Web sites, leaflets or in promotional brochures. Any use of data or images that is not addressed in the Terms and Conditions will require permission from the Provider.

Section 3.07 Charges

PGP data and image resources are made available free of charge to registered individuals on-line for use in decision making, research, education and other public-benefit purposes. In addition, users with access to data and resources housed in LIS

may be assessed a nominal charge for any analysis, query or collation of data that requires NCGR staff time.

Section 3.08 Further Information

A physical archive of PGP data is under development at NCGR. While funding and space implications of the PGP archive are developed, requests for data will be considered on a case-by-case basis. Please contact the Project Coordinator at NCGR to discuss your requirements.

Reference: Legume Information System
<http://www.comparative-legumes.org/>

Section 3.09 Publication Policy

Authorship on the paper first describing the peanut genome will require substantial intellectual contribution to conception and design of experiments or analysis and interpretation of data as well as contribution to writing or presentation of information in the article. The primary corresponding author for this publication, and the sole communicator with the target journal, will be responsible for pre-publication communication with all other authors to reach agreement on author order and publication content, to notify each author of submission status, and to circulate revisions and proofs. Each author will provide a statement describing their contribution (i.e., 1 - intellectual input for experimental design or analysis; 2 - novel, unpublished primary data; and 3 – writing of manuscript) to the corresponding author which may be included in the publication depending on requirements of a targeted journal. Since it is anticipated that a large number of international groups and scientists will be involved in generating a peanut genome sequence, publication authorship will follow the precedent of the International Rice Genome Sequencing Project where authors and contributions are listed by institution in a footnote (Nature 2005 436:793); the author name, The Peanut Genome Project, is proposed. The leader of each institution team agrees to follow the current responsibility guidelines from Nature Publishing (<http://www.nature.com/authors/policies/authorship.html>): “(1) ensuring that original data upon which the submission is based is preserved and retrievable for reanalysis; (2) approving data presentation as representative of the original data; and (3) foreseeing and minimizing obstacles to the sharing of data, materials, algorithms or reagents described in the work.” For all components of the Peanut Genome Project, this is interpreted to mean that original sequence data will be deposited in public databases including NCBI and LIS. Teams are discouraged from pre-publishing extensive genome data generated in the context of the peanut genome project that would be expected to contribute to the landmark peanut genome paper. Authorship on publications subsequent to the paper describing the peanut genome, which are anticipated downstream components of the peanut genome project, will follow the traditional format of a list of individual authors according to the guidelines for authorship contribution described above and authorship order as determined by mutual agreement among authors and under the coordination of the corresponding author for each manuscript. In addition, authors are expected to acknowledge funding source for any publication, report, product or presentation that is developed in whole or part from information in the Peanut Genome Project database.

Article IV. Strategic Plan and Program Assessment

Section 4.01 Strategic Plan Development

The EC shall lead development of the Genome Sequence & Structure (GSS) section of a 5-year Strategic Plan that outlines the research objectives and priorities of the IPGI. This section of the Plan will be finalized and approved by members of the EC and forwarded to the IPGI for ratification. The GSS section will be reviewed and updated by the EC periodically. A new IPGI Strategic Plan will be developed every five years. The GSS section of the Strategic Plan will provide a framework for research conducted by the PGP. The GSS will include performance measures, anticipated products and milestones, and cost estimates.

Section 4.02 Annual Reports

A report addressing each element of the GSS section of the IPGI Strategic Plan will be developed each year. The EC will request accomplishment statements from each PGP collaborator and compile the report for presentation at the annual meeting. The AO and other individuals as requested will publish the reports on the PeanutBioscience.com website.

Section 4.03 Assessments

Every five years the AO will convene an expert panel to review PGC accomplishments relative to the GSS section of the IPGI Strategic Plan. The panel will provide a written assessment of progress to the EC. The outcome of program assessments will be posted on the PeanutBioscience.com website and presented during the annual meeting. Future research direction/needs of the PGP will be modified as suggested by the assessment.

Article V. Amendments to Procedures

Section 5.01 Format of Recommended Change

Amendments shall be submitted in electronic and written format to the AO. Any member of the EC can submit amendments to these procedures.

Section 5.02 Submission Dates

To be timely, a change should be submitted at least 10 days prior to a scheduled meeting of the EC. Untimely submissions may be reviewed but will not be acted upon by the board until the next scheduled EC meeting.

The EC can meet for the purposes of considering an amendment if a majority of the EC agrees. The meeting should still allow 10 days for purposes of dissemination and consideration of the change.

Section 5.03 Dissemination of Change

The change must be disseminated by electronic or written means to all members of the EC.

Section 5.04 Approval of Amendment

Amendments must receive a two thirds majority vote to be approved.