

**Guidelines for the UNC NRP Listserv ([unc\\_crc@listserv.unc.edu](mailto:unc_crc@listserv.unc.edu))**

*UNC NRP Listserv guidelines are reviewed routinely by the UNC NRP Steering Committee, posted on the UNC NRP website, and are communicated to the UNC NRP listserv annually.*

## Eligibility

To be eligible to join and post to the listserv, a UNC-CH or UNC Health email is necessary (i.e., no gmail, yahoo, ahec email addresses). *Rationale: Information about EPIC is often communicated through the NRP and this information cannot be shared with others.*

For those with two valid email addresses: both can be added.

To join the listserv, navigate to <https://nrp.tracs.unc.edu/about/> and click “Join the Listserv”

## Communication Content

To ensure content communicated across the UNC NRP listserv is relevant to the purpose of the NRP and to be respectful of member inboxes, the Steering Committee has established guidelines around allowable content of communications.

Allowable communications:

1. Announcements from the UNC NRP regarding UNC NRP events, activities, or other UNC NRP-related communications.
2. Position announcements from members of the UNC NRP.
  - a. Only jobs for UNC-CH and UNC Health.
  - b. Only research-related positions, others fall outside of NRP purview.
  - c. Staff positions (i.e., not positions for internships, student jobs).
  - d. On request, a position announcement can be reposted once (original and again if reposted).
3. Research-related UNC communications
  - a. CTSC announcements.
  - b. Announcements from central research offices (requires additional moderator approval)
  - c. Availability of free research supplies (these communications should come from the NRP member with the supplies and not outside individuals or other 3<sup>rd</sup> parties).
  - d. Resource Requests: Members may use the listserv to request urgent research supplies or materials (e.g., needing a specific tube type for an upcoming study visit). Resource Requests: Members may use the listserv to request urgent research supplies or materials (e.g., needing a specific tube type for an upcoming study visit).
4. Surveys
  - a. Allowable surveys are those that are UNC NRP-related or relevant to UNC central offices. Student research surveys, including post-doctoral research, are not allowable. *Rationale: opening the listserv for that purpose would set a precedent to allow other students and groups to do this which could overwhelm the listserv with requests.*

- b. If an unapproved survey is received, then list moderators can offer to forward along to specific people, but not send out over the listserv.
- 5. No personals, e.g., obituaries of former research staff.

## Communication Submission

The UNC NRP listserv accepts emails from members of the listserv only. The email address of the sender must match their email address used for the NRP listserv (i.e. the email address that receives emails from the NRP). For example, members cannot send requests to the listserv from @med.unc.edu if they registered for the NRP listserv/receive NRP emails @unc.edu.

Emails should be prepared by the sender in a way that is ready to be sent out to the listserv (i.e. please don't add instructions to moderators such as, "can you please send this announcement out?"). When prepared, send the email to [unc\\_crc@listserv.unc.edu](mailto:unc_crc@listserv.unc.edu).

Once sent, the email will be received by moderators for review/approval. The approval process is multi-layer depending on the type of communication. Communications from central offices are subject to additional review/approval. Listserv moderators will review content for errors, institutional consistency, and completeness prior to being released. The turnaround time for moderator review/approval and releasing submitted messages to the listserv is **2 business days. Please keep this timeline in mind when sending communications to the listserv.**

Please also **refrain from greetings that refer to the time of day (ex. Good Morning, Good Evening, etc.)** because moderators may review and release communications at any time of day.

If the communication is a position announcement, then please include the link to the public position announcement on the HR website. The suggested subject line for a position announcement is: JOB POSTING followed by the position title and unit/department.

## Revision History

Version	Summary of Changes
24Jan2020	Initial Version
16Nov2022	2022 updates
3.0 20Nov2024	Updated UNC NRP listserv address.  Provided greater detail regarding allowable communications.  Added instructions for sending an email to the listserv and the moderator approval process.  Formatting updates/corrections.