

BREAST CANCER RESEARCH COUNCIL**Kaiser Center - August 19, 1996****Oakland, California****MINUTES****ATTENDEES:**

Members Present Shelly Adler, Lisa Bailey, Arlyne Draper, Robert Erwin, J. Patrick Fitch, Liana Lianov, Susan Love, Carol MacLeod, Andrea Martin, Carol Pulskamp, Beverly Rhine, Carol Voelker, and Suzette Wright

Staff: Charles Gruder, Mhel Kavanaugh-Lynch, Mary Kreger

Members Absent: Marco Gottardis, John Link, Maria Pellegrini

The meeting was called to order at 9:35 a.m. by the Chair, Carol Voelker.

I. GENERAL COUNCIL MATTERS:**A. WELCOME AND INTRODUCTIONS**

Current Council members and new appointees introduced themselves.

B. REVIEW OF THE MINUTES

Minutes of the May 10 and May 11, 1996 meetings were reviewed. Carol MacLeod noted that corrections should be made to the last page of the minutes of the May 11, 1996 meeting, as follows: Susan Shinagawa nominated Carol MacLeod, who declined the chairmanship. Carol MacLeod, in turn, nominated Carol Voelker. Marco Gottardis then nominated Carol MacLeod for vice-chair. Carol MacLeod also noted that other members, who were to work with her on drafting a statement to Barbara Friedman's office regarding the retention of peer review documents, are now off the Council. It was decided to table this action until such time as it is seen as necessary.

MOTION: *With these additions and corrections, the minutes were passed by unanimous vote.*

II. STAFF REPORT**A. FUNDING STATUS**

Mhel Kavanaugh-Lynch reported that the funding decisions for Cycle II that were made in May have all been implemented. She stated that all but two grants on the “pay if” list have been awarded. The reasons that the Program was able to fund additional grants is because one principal investigator from the funded list moved out of the state, and one accepted a DOD grant.

B. PROGRAM STAFFING

Mhel Kavanaugh-Lynch reported that a third grant officer will be added and an administrative specialist position will be added to coordinate application and administration activities. There will be 2.5 administrative assistants.

C. MECHANISMS AND PUBLICATIONS

Upcoming publications include the 1996 Compendium of Awards, the RFAs and the Cycle III Application packet. The RFAs will be circulated to council members with a short turnaround time for comments. The RFAs are on basic biological research and prevention of breast cancer.

The mechanisms for Cycle III, as outlined in the Call for Applications, were discussed and reviewed.

Cycle III will not fund grants for new investigators, as the American Cancer Society is allocating all of its research money to new investigator awards. Additionally, the research project award is not being offered in Cycle III, although this type of project may be submitted under the RFAs.

Grants are reviewed on scientific merit, as well as four additional criteria: innovativeness, multi-disciplinary approach, translational potential, and addressing the needs of underserved populations. All of these apply to applications in the following categories: IDEAS, ITaMoCAs, post docs, and sabbaticals. The CIRC grant application process starts with the submission of a concept paper, consisting of five double-spaced pages, which will be externally reviewed. The concept papers will be given scores of high, medium and low.

They will be reviewed December 17 and 18, with comments sent to applicants by January 6, 1997. At that point, applicants can submit full applications, which are due March 15. Evaluation of these CIRC Pilot Award applications is based on a scale of 100 points. Fifty points each are allocated for scientific merit and for collaborative elements. Authors of all concept papers will be eligible to submit full applications.

The TRC mechanism will not require a concept paper, but will be evaluated on a similar 100-point scale, as follows:

MEASUREMENT	(100-point scale)	MIN. REQUIRED FOR CON-
STANDARDS		SIDERATION OF A GRANT
Scientific Merit	40%	25 points
Innovativeness	20%	10 points
Translational Pot	20%	10 points
Cross-Disc. App.		10 points

TRC MECHANISM

RFAs

Scoring for the RFAs is based on the recommendations of an NIH committee which reviewed the NIH scientific merit process. The criteria of innovativeness, significance, feasibility and design will be evaluated. The scale will be from one to 10, using whole numbers only, with 10 being the highest. There will be a composite score that will be the average of the scores on the above criteria. The scores for each RFA application will be averaged to two decimal places and rounded to the tenth decimal.

D. LEGISLATIVE ISSUES:

Barbara Friedman's Bill AB2915 places the breast cancer legislation in the State Code and introduces a few amendments to the Program. AB 2915 has been approved by all of the required committees and has been referred to the Senate. No problems are expected and the bill should pass. This bill requests one additional audit of the Breast Cancer Research Program, to be paid for by the State.

E. AUDIT RECOMMENDATIONS

The audit recommendations were as follows:

- ☞ That the Program prudently manage funds by limiting staff expenditures for local meetings. A review and approval process has been implemented to ensure this.
- ☞ That additional lodging expenses incurred for Saturday night stays be justified by documenting the savings in airfare. This is now being done.
- ☞ That grant accounting be according to annual appropriations; this has been made possible by the recent change allowing the Program five years in which to expend each year's appropriation.
- ☞ That the original application evaluation score sheets and written evaluations be retained by the Program for three years. This item is still under discussion.

IV. COUNCIL'S 1996-97 WORKPLAN

A. MEETINGS AND PROJECTS FOR 1996 and 1997:

<u>Date</u>	<u>Task</u>
FALL 1996	Annual Report due to the Legislature December 31, 1996. (Report will include brief summaries of research progress, with charts and lists, plus a few highlights from the Advisory Meeting Proceedings.) A rough draft will be done by 11/15/96. Susan Shinagawa, Susan Claymon and Carol Voelker are to prepare paragraphs on Council activities.
NOVEMBER 1996	! Start planning Cycle IV priorities and mechanisms
	! Begin planning for the September 1997 Annual Meeting.
	! Draft Annual Report.
	! Outreach to bio-tech companies (strategies)

	!	Council members' pictures will be taken at the Nov. meeting.
FEBRUARY 1997	!	Establish remaining grant priorities and mechanisms for Cycle IV. Continue planning the September 1997 meeting.
MAY 1997	!	Council's recommendations for funding Cycle III proposals. Continue preparation and planning for the September 1997 Meeting.
JULY	!	Continue planning for September 1997 Meeting
SEPTEMBER	!	Annual Meeting

B. COUNCIL TASKS

For Cycle IV:

- ☞ Priorities, mechanisms
- ☞ Write call
- ☞ Review and modify process

Annual Report:

- ☞ Decide format
- ☞ Due December 31, 1996

Reimbursement of funds from for-profit companies

- Develop final recommendation and position statement

C. COMMITTEES:

1. PUBLIC RELATIONS COMMITTEE

- ☞ Robert Erwin will work with Sharon Collins
- ☞ Andrea Martin will work with UC News and Public Information Office

- 👉 Carol Voelker will work with Liana Lianov
- 👉 Arlyne Draper will work with her contact at CNN
- a. **Press Releases:**
 - 👉 Use community newspapers (report in November)
 - 👉 Use 14 BCEDP partnership newsletters (Highlight some researchers in each partnership)
 - 👉 Women's Health Leadership Program: send press releases, CALL, etc.
 - 👉 University News and Public Information Office - plugged into breast cancer groups
- b. **Council members available to talk to groups**
 - 👉 Robert Erwin
 - 👉 Andrea Martin
 - 👉 Beverly Rhine
 - 👉 Carol Voelker

2. **COMMITTEE FOR SEPTEMBER 1997 MEETING**

- Carol MacLeod
- Bob Erwin
- Arlyne Draper
- Carol Voelker

Will meet prior to November meeting.

3. **FOR-PROFIT COMPENSATION COMMITTEE**

Bob Erwin and Pat Fitch will write a draft statement

The meeting was adjourned at 3:50 pm