

Breast Cancer Research Council Meeting Minutes
March 13, 2020 Council Meeting
Zoom Meeting

Members Present: Abigail Arons, Colleen Carvalho, Rati Fotedar, Sharon Lum, Dolores Moorehead, Ana Navarro, Sharon Pitteri, Svetlana Popova, Thu Quach, Tasha Stoiber, Joan Venticinque, Veronica Vieira

Members Absent: Michele Atlan, Chris Meda, Ujwala Rajgopal, Melanie Smitt

Staff: Nick Anthis, Mhel Kavanaugh-Lynch, Katherine McKenzie, Lisa Minniefield, Senaida Poole

- I. Call to Order:** Ana called the council meeting to order at 9:39 am.
- II. Approval of Minutes:** The council reviewed the minutes from the November meeting.

MOTION: Joan moved (Sharon Lum seconded) that the council approve the November minutes. The motion passed unanimously.
- III. Community-Led Conference Awards:** Colleen gave a brief overview of the goals of this award and detailed each of the three community-led conference award applications that were submitted for consideration this cycle. Each application requested \$25,000 and one grant was awarded. The group discussed the applications and provided insight on the pros and cons of each. The committee recommended that the Council select the application submitted by Asian Health Services to support the “Nail Salon Worker Health and Safety Research Conference” for funding.

MOTION: Joan moved (Veronica seconded) to accept the Outreach Committee’s funding recommendation. The motion passed with one abstention.
- IV. Water and Beef Programmatic Review:**

Nick provided an overview for the Programmatic Review criteria, showed the group how to access Smart Simple to enter their scores. For each application, the Council discussed it, entered their scores, and viewed the scientific scores. After discussing the applications the group decided which ones to fund.

MOTION: Veronica moved (Dolores seconded) that the council approve funding two applications (Hovey and Solomon) with contingency that the two PIs collaborate. The motion passed unanimously.

- V. Council Nominations for Chair/Vice Chair:** Mhel walked the council through the procedures for nomination and election of Chair/Vice Chair. Tasha was nominated for Chair. Sharon Lum was nominated for Vice Chair but declined her nomination. Rati was nominated for Vice Chair. Nominations will be further discussed at the June Funding meeting.
- VI. Council Member Recruitment:** Mhel gave a brief overview of the process for recruiting new council members the asked the group for recommendations for the following openings on the council: two advocates, two scientist/clinicians, and one representative from non-profit health organization active in breast cancer related issues. The council requested that the staff send them a blurb that they can use to send to their stakeholders encouraging council member recruitment. The group also discussed adding specific language to the recruitment letter. Due to the COVID-19 pandemic, council member recruitment has been temporarily put on hold.
- VII. Programmatic Review Preparation:** Katie took council through Programmatic Review, including the purpose, award types, scoring criteria and timeline. She also walked the group through the Uber Research website to show them how to locate underfunded research topics. The scientific review committees will meet on 4/29 and 5/1. The council will be notified which applications were triaged by the end of the day on 5/1.
- VIII. Community Initiatives Update:** Senaida updated the group on the CRC applications that were submitted this cycle. Of the eight applications submitted, four of them were submitted by six of the 2019 QuickStart Training teams. She added that TRDRP and CBCRP will jointly review the partnered award applications. The 2020 QuickStart Outreach has started but the meetings were cancelled due to the COVID-19 pandemic. Webinars will be in place of the in-person meetings.
- IX. Program Initiatives Update:** Nick gave a brief update on the CBCPI. The last funding opportunity available is the Immigration RFP. The program convened a work group to develop the concept paper into a RFP for it to be more specific and clear, and have better articulated framework. Nick also updated the group on the competition of the Batch1 Concept Papers. There were different work groups working on different topics. He summarized the recent and upcoming activities with the Initiative. He also announced the program published in the *International Journal of Environmental Research and Public Health (IJERPH)* highlighting the Global Challenge to Prevent Breast Cancer. Nick also presented the Batch 1 topics and the possible Batch 2 topics that will be prioritized and made into concept papers.
- X. Committee Reports:**
- a. Evaluation/Priority-Setting Committee Report:** Senaida presented the background for the Evaluation of the Translational Awards. She explained that for 2018-2019, the program's budget was not big enough to offer both IDEA and Translational Awards, so only IDEA were award for Cycle 25 but there was enough in the budget to fund

both award types in Cycle 26. The council asked the committee to conduct an evaluation and to make a recommendation for what the program should do when budget size is an issue for Cycles 27-28. She went over the methods used to retrieve information. She presented the recommendations for the council to discuss:

- If the program has enough funding to offer both mechanisms in a given year, then the Program should offer both IDEA and Translational Award types.
- In the event that CBCRP does not have sufficient funding of offer both award types in Cycles 27 & 28, then the Program should alternate the offered award types as follows:
 - Cycle 27- Translational
 - Cycle 28 IDEA offered but only if Trans was offered in Cycle27
 - Translational offered if both types were offered in Cycle 27

MOTION: Dolores moved to accept the committee's recommendations (Joan seconded)...The motion passed unanimously.

- b. **Policy Committee Report:** Nick briefly reported on the two projects (#3 Barriers to BC... and #4 Awareness to Alcohol...) that were funded. He also briefly updated the group on the new members of the PRAG.
- c. **Finance:** Joan presented the resource allocation noting budget, expenditures and the funds that are available to for research grants and the various sources of those funds.

XI. Director's Report: Mhel gave a quick COVID-19 update. There will not be any in-person review, outreach or council meetings for the foreseeable future. She also announced we have a new Vice President of Research and Innovation (R&I), Theresa Maldonado.

XII. Announcements: none

XIII. Adjourn: Ana adjourned meeting at 1:27 pm.

March 31, 2020 Council Zoom Meeting Call

Members Present: Michele Atlan, Abigail Arons, Colleen Carvalho, Rati Fotedar, Sharon Lum, Chris Meda, Dolores Moorehead, Ana Navarro, Sharon Pitteri, Thu Quach, Melanie Smitt, Tasha Stoiber, Joan Venticinque, Veronica Vieira

Members Absent: Svetlana Poplova, Ujwala Rajgopal

Staff: Nick Anthis, Mhel Kavanaugh-Lynch, Katherine McKenzie, Lisa Minniefield, Senaida Poole

The council and staff discussed potential topics the Program can request researchers do.

MOTION: CBCRP will use \$2M of the \$4,687,636 that the Program is depositing into the Program Initiatives reserve this year to fund emergency COVID-related research. These funds will be replaced at the end of the current 5 year Program Initiative 3 saving plan we have by adding a 6th year to it. The motion passed unanimously.