

Breast Cancer Research Council Meeting Minutes
March 5-6, 2010: Council Meeting and Priority-Setting Retreat
Sausalito, CA

Members Present: Roxanna Bautista, Lisa Barcellos, Susan Braun, Barbara Brenner, Terri Burgess, Moon Chen, Laura Fenster, Jim Ford, Karren Ganstwig, Carlina Hansen, Shelley Hwang, Klaus Porzig, Jeanne Rizzo, Donna Sanderson, Mary Alice Yund

Members Absent: Chris Bowden, Sherie Smalley

Guests: Janna Cordeiro, Mary Croughan (Business meeting only), Marj Plumb (Priority-setting meeting only)

Staff: Lyn Dunagan, Larry Fitzgerald, Mhel Kavanaugh-Lynch, Katherine McKenzie, Lisa Minniefield, Catherine Thomsen

I. Friday, March 5, 2010: Business Meeting

A. Call to Order: Jim Ford called the council meeting to order at 3:15pm and initiated introductions. Mary Croughan, new Executive Director of UCOP Research Grants Program Office, was introduced to the council.

B. Overview of CBCRP: Jim presented a brief history of the CBCRP, including an overview of the Program's legislative mandate, the ten priority goals established by the original council, and the interaction between staff and council that enables continuity and goal achievement throughout the overlapping members' service terms. Terri Burgess presented an overview of the Special Research Initiatives, including its origins, goals, and visions. Susan Braun presented an overview of the Community Initiatives and a background of the Community Research Collaboration awards, and the competitive strength brought to these awards by program-led technical assistance. Moon Chen presented an overview of the symposium and its value in sharing research, engaging in networking, and nurturing interactions between researchers and breast cancer survivors.

C. Approval of Minutes: The council reviewed the minutes from December 4, 2009.

MOTION: Karren Ganstwig moved (Mary Alice Yund seconded) that the council approve the December 4 minutes. The motion passed unanimously.

D. Core Funding Update: Larry Fitzgerald presented an overview of the scientific review committees, dates, and locations. Council members are welcome to attend these meetings, but please check with him first. Mhel Kavanaugh-Lynch described a new committee meeting format that the program will be test-piloting this year. Videoconferencing through technology that enables multiple faces onscreen has shown promise in preserving camaraderie and network building. Larry described the triage process for applications transferring to the programmatic review. All applicants still get

full summary evaluations, regardless of the triage process. He will set up a videoconference with new council members to conduct a mock programmatic review.

E. SRI Update: Catherine Thomsen reported on the status of current and pending projects and presented an updated timeline. She also reported that the California Chemicals Policy group recently presented at a large meeting, and their research results have generated considerable media interest, both nationally and internationally. This successful group intends to work together past the end of the project's funding.

F. Research Dissemination and Community Engagement: Katherine McKenzie reported on the planning efforts for the September research symposium. An application for CME accreditation is in process. The outreach committee's first choice for a keynote speaker is unavailable; she will convene the committee to discuss alternatives and finalize the schedule to match the outcomes of the priority-setting process. She reported on the Tax Check-off efforts, including the Program's involvement with the California Checkoff, and the Program's fundraising efforts through The San Francisco Marathon.

G. Director's Report: Mhel Kavanaugh-Lynch reported on the progress in hiring a Community Initiatives manager. Two previous candidates declined the job, so the opening will be re-posted. Feedback that she received has indicated that the position was widely advertised; discussions surmised that changes in the economy may prove beneficial in finding a new, qualified candidate.

Mhel presented an excerpt from the governor's state budget, which indicates a continuing decline in projected cigarette taxes. She anticipates that there will be an additional drop of \$1 million less funding than last year, and she described the state's allocation and adjustment process for the Program's funding. She summarized the Program's response to a request for information from the Legislative Affairs Office, and presented analysis from a related inquiry regarding the total funding that UC has received for breast cancer research from all funders.

Mhel described the Business Process Analysis, still underway, in which some staff are significantly involved. Mary Croughan added context to this process and updated the council on the anticipated timeline.

H. Council Membership & Leadership:

i. Membership: Jim Ford reminded council members of the upcoming annual recruiting, and encouraged members to consider nominees. Members discussed the characteristics that they would like to see on the council, as well as the legislatively mandated criteria. Several ideas were discussed. Members were asked to forward additional suggestions to Mhel.

ii. Nominations of Chair and Vice-Chair: Klaus Porzig nominated Jeanne Rizzo and Terri Burgess. Both nominations were seconded and accepted.

J: Adjourn: The Business Meeting adjourned at 5:45pm

II. Friday, March 5, 2010: Priority-Setting Meeting

A. Call to Order: Jim Ford called the meeting to order at 7:09pm and introduced Marj Plumb, facilitator for the priority-setting meeting. Marj outlined the process for the meeting, which includes voting and approving recommendations in stages.

B. Priority-setting Background and Committee Recommendations: Terri Burgess introduced the agenda and presented an overview of the priority-setting process and the priority-setting committee's recommendations. In addition to the breast cancer research data gathered by the committee, the committee looked at the Program's funding stream. The anticipated available funds for 2011 will be \$2 million less than current funding; under the current funding strategy, the impact on success rate will have negative implications for attracting quality applications. The committee's recommendations address both programmatic goals and financial realities.

C. Discussion: Council members discussed their ideas, thoughts, and concerns about the structure and definition of concepts within the recommendations.

MOTION: Karren Ganstwig moved (Klaus Porzig seconded) to set aside 50 percent per year of available grant funding for Program-directed Special Research Initiatives (SRI) focused on environment, disparities, and prevention. The motion passed, with one abstention.

E. Day One Adjourn: The first day of the retreat adjourned at 8:38pm.

F. Saturday, March 6, 2010, Day Two Call to Order: The meeting was called to order at 8:34am by Jim Ford. Catherine Thomsen briefly presented information about the Cavallo Institute. Marj Plumb outlined the charge for the small group sessions. Mhel Kavanaugh-Lynch described how changes to UCOP's structure might impact the Program's funding process, such as standardized funding meetings that separate award mechanisms into different funding schedules. Members discussed ideas and concerns about creating defined funding categories in terms dollars versus percentages, and the points at which those definitions might change. Council members divided into three groups to discuss funding strategy recommendations.

G. Priority-setting Strategies, Large Group Discussion: Each of the small groups reported their amendments to and/or acceptances of the priority-setting committee's funding strategy recommendations. With facilitation by Marj, the council discussed each recommendation and amendment and voted on the resulting strategy.

i. Community Research Collaboration:

- Allocate \$2 million per year to fund Community Research Collaboration Awards. Unused funds will roll over to fund applications on the pay-if list. Amended recommendation passed, with three abstentions.

ii. Health Policy:

- Allocate \$150,000 per year to implement a Health Policy Initiative that utilizes a rapid response mechanism to fund health policy research. Unused funds will roll over to fund applications on the pay-if list.
Amendment passed unanimously.
- Council directs staff to hire a person, as needed, and to create a process for this new mechanism.
Amendment passed, with one opposed and one abstention.
- Unused funds roll over to fund applications on the pay-if list.
Amendment passed unanimously.

iii. Joining Forces Conference Award

- Allocate \$50,000 per year to continue funding the Joining Forces Conference Award (JFCA).
- The Outreach Committee will continue its process of redesigning the award, including changing the name of the award to include the phrase “breast cancer”, and will bring its recommendations to the May 2010 meeting.
- Unused funds roll over to fund applications on the pay-if list.
All three amendments passed unanimously.

iv. IDEAs

- The Program shall continue IDEAs.
Amendment passed unanimously.

v. Translational Research Awards

- Continue Translational Research Awards as currently designed.
- Evaluate the progress of Translational Research Awards as current translation studies mature.
- Ask Translational Research Award grantees to give presentations at the symposium that address the translational goals of the Program.
All three amendments passed unanimously.

vi. Investigator-initiated Funding

- Focus investigator-initiated funding on IDEAs and Translational Research Awards.
 - Eliminate career development awards.
Amendment passed unanimously.
 - Eliminate IDEA renewals, except for 2009 IDEA grantees, who remain eligible for IDEA Renewal Awards in 2011.
Amendment passed with one abstention.
 - Reduce the number of non-breast cancer specific applications by developing and implementing an LOI for IDEAs.
 - Request staff to prepare the materials and process to present to the council in May 2010 for final approval.
 - The LOI should be no more than 2 pages, and may be based on the Translational LOI with review criteria for critical path, advocacy involvement, and focus on the underserved.

Amendment passed unanimously.

vii. Overall Funding Strategy:

- If the anticipated funding from the state changes more than 20 percent (positive or negative) from the 2011 funding allocation, then the council will reassess allocations to its award categories.

Amendment passed unanimously.

viii. SRI:

- Set aside 50 percent per year of the available grant funding for Program-directed Special Research Initiatives (SRI) focusing on environment, disparities, and prevention. Build and expand on the current SRI to address the following:
 - Identification and elimination of environmental causes of breast cancer;
 - Identification and elimination of disparities/inequities in the burden of breast cancer in California;
 - Population-level interventions (including policy research) on known and suspected risk factors and protective measures;
 - Targeted Interventions for high-risk individuals including new methods for identifying or assessing risk.
 - Evaluate the Special Research Initiative (SRI) projects initially chosen in March 2008 within 1 to 2 years following the completion of the projects.
- Both amendments passed unanimously.

Summary of Priority-setting Decisions

Special Research Initiatives

1. *The Program shall set aside 50% per year of the available grant funding for Program directed Special Research Initiatives (SRI) focusing on environment, disparities, and prevention. Build and expand on the current SRI to address the following:*
 - *Identification and elimination of environmental causes of breast cancer;*
 - *Identification and elimination of disparities/inequities in the burden of breast cancer in California;*
 - *Population-level interventions (including policy research) on known and suspected risk factors and protective measures;*
 - *Targeted Interventions for high-risk individuals including new methods for identifying or assessing risk.*
2. *The Program shall evaluate the Special Research Initiative (SRI) projects initially chosen in March 2008 1-2 years following the completion of the projects.*

Community Research Collaboration (CRC)

3. *The Program shall allocate \$2,000,000 per year to fund Community Research Collaboration Awards.*
4. *Unused funds from the CRC allocation shall be designated to the pay-if list for IDEAs and Translational Research Awards during each funding year.*
5. *The Program shall fill the empty CRC staff position as soon as possible, without delay.*
6. *The Program shall invest in outreach and technical assistance to the CRC awards.*
7. *The Program shall conduct a CRC evaluation in 1-2 years.*

Health Policy Initiative

8. *The Program shall allocate \$150,000 per year to implement a Health Policy Initiative that utilizes a rapid response mechanism to fund health policy research.*
9. *Unused funds from the yearly Health Policy Initiative allocation shall be designated to the pay-if list for CRC Awards, Translational Research Awards and IDEAs each funding year.*
10. *The Program shall hire a consultant to develop recommendations to the Council on how to implement a rapid response Health Policy funding mechanism.*
 - *The Council requested presentation of an implementation plan at the May 2010 meeting for their consideration so that the program can be instituted this coming funding year.*

Joining Forces Conference Award

11. *The Program shall allocate \$50,000 per year to continue funding the Joining Forces Conference Award (JFCA).*
12. *Unused funds from the yearly JFCA allocation shall be designated to the pay-if list for CRC, Translational Research Awards and IDEAs each funding year.*
13. *The Outreach Committee shall present to the Council at the May 2010 meeting their final recommendations for changing JFCA to better articulate the purpose and funding criteria of the award.*
14. *The Program shall change the JFCA final report forms so that the data received from the grantees will be more useful for evaluating this award type in the future.*

IDEAs

15. *The Program shall continue funding IDEAs.*
16. *The Program shall create and implement a new LOI process for the IDEAs starting with the applications for funding year 2011.*
 - *The LOI process should be modeled on the successful Translational Research Awards LOI model.*

- The LOI process will be conducted by the Council and focused on programmatic review to narrow the field of applicants to those that are programmatically most relevant to the CBCRP.
- Criteria to consider: advocacy involvement, focus on the underserved, critical path, impact.
- LOI should be short: 2 pages.
- The LOI process should be transparent and evaluation criteria clearly stated in the Call. The Council requested a draft Call for Applications in the May 2010 meeting packet.

Translational Research Awards

17. *The Program shall continue funding Translational Research Awards as currently designed.*
18. *The Program shall evaluate the progress of Translational Research Awards as currently-funded studies mature.*
19. *The Program shall ask Translational Research Award grantees to give presentations at the Symposium.*

Investigator Initiated Funding

20. *The Program shall focus Investigator-Initiated funding on IDEAs and Translational Research Awards.*
 - The Program shall no longer fund career development awards.
 - The Program shall no longer fund IDEA renewals.
 - Exception: 2009 IDEA grantees are eligible for IDEA Renewal Awards in 2011.

Change in Available Funding

21. *If the CBCRP funding changes 20% (up or down) from the 2011 funding level projection (\$9.8Million), the Council will implement an automatic reassessment of all allocations made at this 2010 Priority-Setting Retreat.*

H. SRI Planning Process Evaluation Presentation: Mhel presented an overview of the original SRI's planning and development process, with an evaluation of the process and recommendations for developing future Special Research Initiatives. She then presented a draft concept of the planning process for the second SRI, which, among other elements, includes developing an RFQ to solicit an academic co-PI to take on the planning process with Mhel. The co-PI will not be eligible for funding from the new SRI. Council members discussed the plan and indicated approval of the concept.

Next step: At the May 2010 council meeting, staff will present a detailed SRI planning process and develop an RFQ for the academic co-PI for the council's approval.

MOTION: Terri Burgess moved (Barbara Brenner seconded) to accept the amended recommendations of the priority-setting committee and to implement the new funding strategy. The motion passed unanimously.

I. Old Business – Council Membership Criteria: Council members discussed further ideas for ideal member backgrounds, including members with backgrounds in public health/public policy and environment. Suggestions were given for recruiting specific individuals. Further suggestions will be emailed to Mhel.

J. Day Two Adjourn: The second day of the priority-setting retreat was adjourned at 5:36pm.