

**Andy Hill Cancer Research Endowment  
Standing Committee on Grants Meeting Minutes  
July 11, 2022**

The following board members were appointed by the CARE Board of Directors at their April 27, 2022 Board meeting to serve on the Standing Committee on Grants: Cliff Berkman, Tom Brown, David Byrd, Carol Dahl, and Karin Rodland.

Committee Members Present and Constituting a Quorum: Cliff Berkman, Tom Brown, Carol Dahl, Karin Rodland

Committee Members Absent: David Byrd

CARE Staff Attendees: Laura Flores Cantrell, Peter Choi, Sarah Hiller, Jennifer Puttuck

Guest Attendees: Alison Beason (Department of Commerce)

---

Monday, July 11, 2022, 2:00–3:00 p.m. (PT)

## **1. Welcome**

Peter Choi welcomed the committee members and called the meeting to order at 2:04 p.m. He stated the goals of the meeting include: 1) appoint a committee chair; 2) appoint the independent scientific review and advisory committee candidates, provided by the American Institute of Biological Sciences (AIBS), for the review of grant proposals to the Distinguished Researchers Cycle 6 and Emergent Issues in Public Health Cycle 3 funding opportunities; and 3) review, amend as needed, and approve the Requests for Information (RFIs) related to the CARE Fund's grantmaking framework.

## **2. Review of Committee Charge and Select Committee Chair**

Peter Choi reviewed the committee's charge that was adopted at the April 27, 2022 CARE Board meeting. At the June 15, 2022 board meeting the board authorized the Standing Committee on Grants to review, amend as needed, and approve CARE Fund issuing RFI(s) to solicit responses relating to CARE Fund's grantmaking framework.

Laura Flores Cantrell explained that a committee chair needs to be appointed to serve through June 30, 2023 and that nominations can be for and from any committee members. She then provided an overview of the committee chair's roles and responsibilities.

[Cliff Berkman admitted]

The Committee discussed the role of the Committee Chair.

MOTION: Tom Brown made a motion to appoint Carol Dahl as Chair for the Standing Committee on Grants through June 30, 2023; Karin Rodland seconded. The motion was approved unanimously.

### **3. Appoint Distinguished Researchers Grant Cycle 6 and Emergent Issues in Public Health Grant Cycle 3 Scientific Review Committee Members**

Peter Choi shared the requirements for independent expert scientific review as stated in the Revised Code of Washington (RCW) 43.348.050 and noted that AIBS was asked to provide the reviewer candidates' qualifications that demonstrate and affirm the reviewers' subject matter expertise as well as the review committee's collective nationally recognized expertise in the various aspects of cancer research.

#### Distinguished Researchers Grant Cycle 6

Peter asked committee members to disclose any potential conflicts of interest. There were no conflicts of interest disclosed. He then opened the floor to committee discussion.

Committee members stated they had no concerns regarding the reviewer candidates and said that they have appropriate backgrounds. The committee highlighted that they were pleased with the diversity of the candidates with respect to representation by junior and senior level researchers. The lack of physicians as reviewers was noted. Peter said that he has raised this issue with AIBS. AIBS explained that physician availability is limited, but they may be able to recruit more physicians to a panel if notified well in advance. Committee members agreed physician participation is not an issue with the proposals for this grant cycle as the proposals are focused on basic science, but it is something to pay attention to in the future, as applicable.

MOTION: Tom Brown made a motion to appoint the reviewer candidates to the committee as presented to review the Distinguished Researchers Grant Cycle 6 grant applications; Carol Dahl seconded. The motion was approved unanimously.

#### Emergent Issues in Public Health Scientific Grant Cycle 3

Peter Choi asked committee members to disclose any potential conflicts of interest. There were no conflicts of interest disclosed. He then opened the floor to committee discussion.

The committee had no concerns regarding the qualifications of the reviewer candidates. The committee noted the diversity in professional background of the reviewer candidates was appropriate for the grant proposals to be reviewed.

MOTION: Tom Brown made a motion to appoint the reviewer candidates to the committee as presented to review the Emergent Issues in Public Health Scientific Grant Cycle 3 grant applications; Carol Dahl seconded. The motion was approved unanimously.

#### **4. Request for Information**

At the CARE Board meeting on June 15, 2022, the CARE Board discussed the desire for more information to better understand the cancer research gaps and challenges in Washington State. The board delegated authority to the Standing Committee on Grants to act on behalf of the board to review, amend as needed, and approve the CARE Fund issuing RFIs relating to the CARE Fund's grantmaking framework.

The CARE Fund staff drafted five RFIs and requested independent input from the CARE Board members. Staff attempted to consider and incorporate the board feedback in the revised RFI drafts, which were presented to the committee.

- RFI: Seeking Stakeholder Input for Enhancing Life Science Start-ups and Companies in Washington State
- RFI: Seeking Stakeholder Input for Supporting Cancer Disparities Research
- RFI: Seeking Stakeholder Input to Enhance Infrastructure and Resources in Support of Cancer Research in Washington State
- RFI: Seeking Stakeholder Input for Establishing Statewide Data and Specimen Acquisition Program(s)
- RFI: Seeking Stakeholder Input to Improve Inclusion and Diversity in Cancer Clinical Trials

Laura Flores Cantrell suggested that the five draft RFIs be reviewed one by one, allowing for discussion and capturing agreed upon edits for each RFI before one motion for approving the RFIs is considered after the discussion. The committee agreed with this approach and proceeded to review and make suggested edits to each RFI.

MOTION: Tom Brown made a motion to approve the five RFIs with the edits as discussed pending legal review; Carol Dahl seconded the motion. The motion was approved unanimously.

There was a brief discussion about methods for communicating the availability of the RFIs that will be posted to the CARE Fund website. The RFIs will be open for submissions for about thirty days. Responses to the RFIs will be presented to the board at their September 7, 2022 board meeting.

#### **5. Public Comment**

No members of the public were present to provide comment.

#### **6. Adjourn**

With no other business, the meeting was adjourned at 3:00 p.m.

I certify that the foregoing is a true and correct copy of the minutes approved by the CARE Board of Directors at a regular meeting of the board on September 7, 2022.



\_\_\_\_\_  
Eunice Hostetter, CARE Board Secretary

09/08/2022

Date