

## Andy Hill Cancer Research Endowment Standing Committee on Grants Meeting Minutes November 16, 2022

The following Board members appointed by the CARE Board of Directors currently comprise the Standing Committee on Grants: Cliff Berkman, Thomas Brown, David Byrd, and Karin Rodland.

Committee Members Present and Constituting a Quorum: Cliff Berkman, Thomas Brown, David Byrd, Karin Rodland

Committee Members Absent: None

CARE Staff Attendees: Laura Flores Cantrell, Peter Choi, Tasha Florez, Jennifer Puttuck

Guest Attendees: Alison Beason (WA State Department of Commerce)

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Wednesday, November 16, 2022, 10:30–11:30 a.m. (PT)

### 1. Welcome

Karin Rodland welcomed the group and opened the meeting once quorum was established at 10:47 a.m.

### 2. Appoint Scientific Review Committee Members

Karin Rodland provided a brief overview of the scientific review committee appointment process for the Breakthrough Research grant to ISB. If appointed, the reviewer candidates provided by the American Institute of Biological Sciences (AIBS) will review the continued funding application for the Breakthrough Research grant from:

- **Grantee:** Institute for Systems Biology
- **Principal Investigator:** James Heath
- **Project Title:** Proactive Cancer Immunotherapies for Initial and Recurrent Disease

Karin provided an opportunity to committee members to disclose any potential conflicts of interest with the reviewer candidates under consideration at this meeting. No potential conflicts were identified, and the committee members proceeded to discussion.

Karin briefly stated a summary of the project followed by an overview of the AIBS reviewer candidates' areas of expertise. She opened the floor for the Committee's discussion of the reviewer candidates. The Committee members agreed that the AIBS review panel for this continued funding application is highly qualified.

MOTION: Thomas Brown moved to appoint the slate of reviewer candidates to the scientific review committee as presented by AIBS to review the continued funding application to the Breakthrough Research grant from the Institute for Systems Biology. Cliff Berkman seconded the motion. The motion was approved unanimously.

Karin described for the Committee that, if appointed, the second slate of reviewer candidates provided by the AIBS will review the continued funding application for the Breakthrough Research grant from:

- **Grantee:** University of Washington
- **Principal Investigator:** André Lieber
- **Project Title:** Recombinant Epithelial Junction Opener Protein for Enhanced Drug Penetration in Epithelial Tumors

Karin gave the Committee a brief summary of the project followed by an overview of the AIBS reviewer candidates' areas of expertise. She opened the floor for the Committee's discussion of the reviewer candidates. The Committee members agreed that the AIBS panel for this continued funding application is highly qualified, and their skills are relevant to reviewing this application.

MOTION: Thomas Brown moved to appoint the slate of reviewer candidates to the scientific review committee as presented by AIBS to review the continued funding application to the Breakthrough Research grant from the University of Washington. Cliff Berkman seconded the motion. The motion was approved unanimously.

### 3. Standing Committee on Grants Timeline

Peter Choi presented a draft timeline for future Standing Committee on Grants meetings. He said that it is anticipated that there will need to be approximately three more committee meetings prior to the end of this Committee's term (June 30, 2023), but this will depend on any new Request for Proposals (RFPs) that may be announced. The draft timeline showed the following timeframes for possible future meetings.

- Jan 2023 to appoint reviewers for the 4 RFPs related to the \$30m appropriation
- Jan 2023 to appoint reviewers for Breakthrough Seed Funding RFP
- March 2023 to prepare process for the Board's award decisions for the \$30M non-match funds

Peter said that it would be most efficient to combine the January meetings if possible and the Committee agreed that having a single meeting in January is their preference.

The Committee discussed the lead time for distribution of meeting materials prior to the committee meetings. The consensus is that, in general, one week would be adequate to review the necessary materials.

A Committee member raised a question about the normalization process among the AIBS reviewer panels. Tasha Florez said that CARE Fund staff is currently working with AIBS to ensure objective scoring criteria across panels. The normalization process will be discussed with the full Board at the February 22 Board meeting.

### 4. Grants Committee Questions for Strategic Planning External Advisory Committee

Peter Choi asked the Committee if they had any questions that they would like to ask the CARE Fund Strategic Planning External Advisory Committee. He reminded the Grants Committee of its

charge and specifically pointed out its advisory role to the board related to grants management and the grantmaking life cycle.

The Committee discussed the diversity of the scientific review panels recruited by AIBS and their desire for more information on how diversity is ensured in these panels.

MOTION: Thomas Brown made a motion to request the CARE Fund staff reach out to AIBS to provide additional detail for AIBS's process for recruiting diverse panels and the criteria (including demographic information) used to recruit diverse review panels. David Byrd seconded the motion. The motion was approved unanimously.

## 5. Public Comment

No members of the public were present to provide comment.

## 7. Adjourn

With no other business, the meeting was adjourned at 11:30 a.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 February 22, 2023.

*Eunice Hostetter*

[Eunice Hostetter \(Mar 7, 2023 08:55 PST\)](#)

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Eunice Hostetter, CARE Board Secretary

*03/07/2023*

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Date