



## Andy Hill Cancer Research Endowment Standing Committee on Grants Meeting Minutes April 12, 2023

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

Committee Members Present and Constituting a Quorum: Fred Appelbaum, Cliff Berkman, David Byrd, Karin Rodland

Committee Members Absent: Tom Brown

CARE Staff Attendees: Paul Barrett, Laura Flores Cantrell, Peter Choi, Tasha Florez, Jennifer Puttuck, Joseph Sparacio

Guest Attendees: Alison Beason (Washington State Department of Commerce), Beth Lawlor (CARE Board, Vice Chair)

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Wednesday, April 12, 2023, 9:30–11:00 a.m. (PT)

### 1. Welcome

Quorum was established and confirmed at 9:31 a.m.

Beth Lawlor, Vice Chair of the CARE Board, joined the Committee meeting as a non-voting observer to help prepare for a smooth Board process at the upcoming CARE Board Special Meeting.

Laura Flores Cantrell introduced new staff member Paul Barrett (Program Coordinator) and noted that he will be observing today.

Karin Rodland stated that the goal of this meeting is to establish recommendations for award distribution for the \$30.683M in one-time funding for the full Board to consider at the May 3, 2023 CARE Board Special Meeting.

Karin invited the Committee to disclose any affiliations, or actual, potential, or perceived conflicts of interest.

The following potential conflicts of interest were disclosed: Fred Appelbaum, employed by Fred Hutchinson Cancer Center and affiliation with the University of Washington; Cliff Berkman, employed by Washington State University; David Byrd, employed by University of Washington and affiliated with Fred Hutchinson Cancer Center. Committee members will abstain from voting on specific applications that present a conflict of interest. Beth Lawlor disclosed affiliations with Seattle Children's Research Institute, University of Washington, and Fred Hutchinson Cancer Center.

## 2. Award Decision Process Overview

Peter Choi presented the Award Decision Process Framework and Karin reminded the Committee of the distribution of applications. Karin provided an overview of the Board's agreed-upon process for award decisions and the Committee's role in that process. Fred clarified the full \$30.683M must be obligated. Laura confirmed that the entirety of the funds must be obligated this fiscal year.

## 3. Discussion and Preliminary Ranking by the Committee

Karin reiterated that the purpose of this meeting is to develop recommendations to present to the Board at the May 3 CARE Board Special Meeting for approval with the following: 1) recommendation for consent agenda approval of the highest scoring cohort of eligible proposals evaluated by American Institute of Biological Sciences (AIBS), up to \$7.67M per funding opportunity 2) recommendation for how to distribute the balance of funds not awarded and rolled into a general pool, not to exceed \$30.683M 3) recommendation on the distribution of any funds remaining after steps one and two.

Peter presented a line list of grant applications and scores by funding opportunity and a line list summary of all applications. A discussion followed.

MOTION: Fred Appelbaum made a motion to recommend affirming the AIBS preliminary ranking and awarding grants to the "recommended" and "highly recommended" applications up to the pay line for each funding opportunity (lines 3–20 in the line list summary of all applications in the Committee materials) to be presented as part of a consent agenda at the May 3, 2023 CARE Board Special Meeting. David Byrd seconded the motion. The motion was approved unanimously.

MOTION: Fred Appelbaum made a motion to recommend affirming the AIBS preliminary ranking and awarding grants to the "worthy of consideration" applications (lines 21–25 in the line list summary of all applications in the Committee materials) up to the pay line for those funding opportunities that have sufficient funds within their allotment to fully fund additional applications (i.e., Population Health, Inclusion and Diversity in Cancer Clinical Trials, and Shared Resources and Infrastructure); these "worthy of consideration proposals" to be presented as part of a consent agenda at the May 3, 2023 CARE Board Special Meeting. Cliff Berkman seconded the motion. The motion was approved unanimously.

The Committee discussed options for the recommended distribution of the general pool of funds remaining after funds are distributed in accordance with the above motions. The Committee decided on three possible options to present to the full Board for further discussion:

Option 1: Equally distribute the remaining funds proportionally (~92%) to the eight remaining "recommended" applications (lines 26–33 in the line list summary of all applications in the Committee materials).

Option 2: Fully fund seven of the eight higher-ranked remaining "recommended" applications (lines 26–32 in the line list summary of all applications in the Committee materials) and partially fund the eighth (line 33 in the line list summary of all applications in the Committee materials).

Option 3: Fully fund seven of the eight higher-ranked remaining "recommended" applications and offer supplemental funding to already funded highest-scoring applications.

It was noted that the Committee favors Option 1 but agreed it would be important to present all three options for consideration by the full Board.

MOTION: David Byrd made a motion to present the above three options for the recommended distribution of remaining funds (after consent agenda award decisions) to the full Board at the May 3, 2023 CARE Board Special Meeting. Fred Appelbaum seconded the motion. The motion was approved unanimously.

A Committee member noted that there are certain applicant institutions receiving funding for multiple applications. The committee acknowledged this was consistent with other grant opportunities and did not change the committee's overall recommendations.

Karin opened a discussion for Committee recommendations in the case that additional funds are made available.

The Committee agreed by consensus to recommend that the Board make decisions for “awarded but unfunded” applications, so that in the event that funds become available due to declinations or other reasons, there would be a process for distributing funds without further board action. The committee agreed to recommend awards be made in the following order should the funds become available:

- 1) “Plus up” (proportionally) to the full request level any partially funded awards.
- 2) Fund the Shared Infrastructure and Resources applicant rated “worthy of consideration” that fell below the pay line for consent agenda of fully funded applications per grant opportunity (line 40 in the line list summary of applications in the Committee materials).
- 3) Fund, in ranked order, the remaining “worthy of consideration” applications at the full request level, until the funds are exhausted.

The Committee discussed opportunities for future outreach to companies in the eastern and southwestern parts of the state. Perhaps it would be informative to inquire with successful awardees to learn how they became aware of the RFP opportunity and what motivated them to apply.

The Committee also discussed how to include highlights from this funding round in the CARE Fund’s communications to stakeholders. This might include highlighting the high-quality proposals and high demand demonstrated by the number of applications received.

#### **4. Strategic Plan Partnership Funds**

Laura informed the Committee that CARE Fund engaged Kaya Strategik to conduct an environmental assessment and develop a decision-making framework for investing the “partnership funds” previously allocated by the Board. She said that part of Kaya’s process is to conduct one-on-one interviews with Committee members if available to provide input. Draft recommendations will be presented to the Committee for discussion at a future meeting. CARE Fund staff will reach out to Committee members to schedule 30–45-minute one-on-one interviews.

#### **5. Committee Membership**

David Byrd reminded the Committee that the current term for Committee members ends on June 30, 2023. He asked Committee members to contact Peter if they no longer wish to serve on the Grants Committee. If Committee members wish to continue to serve, no response is needed, and they will be added to the FY24 nominations.

**6. Public Comment**

No members of the public were present to provide comment.

**7. Adjourn**

MOTION: Fred Appelbaum made a motion to adjourn. Cliff Berkman seconded the motion. The motion passed unanimously.

The meeting was adjourned at 10:30 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 special meeting of the board on May 3, 2023.

*Eunice Hostetter*

[Eunice Hostetter \(May 5, 2023 10:45 PDT\)](#)

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Eunice Hostetter, CARE Board Secretary

**May 5, 2023**

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Date