



Andy Hill Cancer Research Endowment Standing Committee on Grants Meeting Minutes June 27, 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: Karin Rodland, Cliff Berkman, Fred Appelbaum

Committee Members Absent: Thomas Brown, David Byrd

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

Guest Attendees: Sachi Delacruz (Kaya Strategik)

Tuesday, June 27, 2023, 10:00 a.m. – 12:00 p.m. (PT)

1. Welcome

Karin Rodland welcomed the committee members and called the meeting to order. Quorum was established at 10:03 am.

2. Allocation Plan

Under the CARE Fund's statute, the CARE Board must develop a plan for the allocation of projected amounts in the fund, that must be updated annually.

In previous years, the allocation plan has been set as target figures in dollars. This approach may create uncertainty in the event that the CARE Fund experiences a significant decrease or increase in available funding.

The Committee considered a proposal to recommend a percentage allocation model rather than fixed dollar target allocations. The goal is to allow for greater flexibility if the funding amount is other than anticipated.

By consensus, the committee recommends to the full Board that the Board would set percentage allocations, provided that the Board would have an opportunity to revisit the allocation plan should substantial changes (+/- 15% or greater than the anticipated total) arise.

3. Partnership Funds

Sachi Delacruz, the lead project consultant with Kaya Strategik, presented a high-level overview of Partnership Fund recommendations.

Kaya Strategik was contracted by CARE Fund to conduct an environmental scan and develop a framework for partnership funds previously allocated by the Board, resulting in proposed funding options, funding pathways, and a decision-making process.

A clarification was requested regarding use of the term “services” intended to refer to “research”, as appropriate. Laura confirmed this correction. The committee discussed the scope of opportunities, the effort by staff to connect with possible partners, and the potential value-add of partnerships.

Proposed Rivkin Center partnership with CARE Fund

Laura described a potential co-funding partnership with the Rivkin Center. If approved, the partnership would co-fund “Rivkin/CARE Fund Scholars”, a blended funding opportunity to fund early investigators in Washington State. Rivkin would be responsible for the Request for Proposals (RFP), application process, peer review, contracting, and post-award management. CARE Board would retain responsibility for appointing peer reviewers and award decisions or ratification of eligible recommended applications from Washington State. If approved, the tentative RFP release date is in Fall 2023.

Karin invited Committee members to disclose any actual, potential, or perceived conflicts of interest. Fred Appelbaum disclosed Fred Hutchinson Cancer Center’s (FHCC) role as one of the early funders of Rivkin Center and no longer serves in that capacity. Fred Appelbaum is employed by FHCC; he previously served on the Rivkin board of directors several years ago.

The Committee discussed Rivkin’s current peer review process. A question was raised regarding whether choosing ovarian cancer for a partnership may indicate the CARE Board is prioritizing ovarian cancer over other cancer types.

Committee members suggested exploring opportunities with Rivkin to more closely align the funding opportunity with the CARE Board’s priorities and strategic goals, such as research that addresses underserved populations.

The Committee suggested developing success measures at the partnership outset.

To help guide staff, the Board may wish to distinguish “nice to have” from “must have” partnership elements.

The Committee asked for clarification regarding whether the partnership would increase the number of awardees or increase funding to the same number of awardees. For example, if Rivkin elected to issue a supplemental RFP identifying that, for applicants in Washington State, there may be additional funding for proposals that align with CARE Fund’s priorities, this could either increase the success rate for Washington state applicants or increase the funding available to Washington state applicants who were already successful in the national competition.

By consensus, the Committee agreed to advance the Kaya Strategik recommendations, with noted corrections, to the full CARE Board for consideration.

By consensus, the Committee agreed to advance the Rivkin proposal, with additional information and points of clarification as discussed, to the full Board for discussion and consideration at its August 2, 2023 meeting. There is no recommendation, in favor or opposed, from the Committee to the Board.

4. AIBS Program Planning Assessment Report

Karin noted that the most significant AIBS recommendations were to have two funding cycles, remove the Letter of Intent (LOI) requirement, and reduce the number of grant areas.

By consensus, the Committee recommends to the Board that CARE Fund adopt the use of two cycles, with January and June RFP announcements. This does not preclude additional RFPs should additional appropriations be made to CARE Fund.

By consensus, the Committee agreed to postpone discussion of the remaining AIBS recommendations until a future Committee meeting.

The Committee was not in agreement regarding defining areas of research by discipline as presented. The Committee agreed to revisit the grant categories discussion after the Board review of strategic planning.

5. Grant Administration

The draft Change in Scope Policy (POL 13.0) is a new policy to establish how CARE Fund will manage grantee requests for a change in scope.

The Committee suggested staff develop standard operating procedures to document implementation of the policy, including a description of the parameters of the staff authority to approve certain types of change in scope requests.

The draft Grant Match and Allowable Cost Policy (POL 6.2) is a proposed revision to the existing policy to clarify the CARE Board's policy regarding allowable indirect costs.

By consensus, the Committee recommends to the CARE Board that the revised policy reflect that CARE Fund grants are for the "allowable total cost of research" and remain silent on specific indirect maximums or percentages.

Staff will modify the policy language and request review by the Assistant Attorney General, accordingly.

6. Standing Committee on Grants FY24 Calendar

By consensus, the Committee agreed to postpone discussion of the FY24 Committee calendar and revisit this topic after the CARE Board establishes its regular meeting calendar for the next calendar year.

7. Public Comment

No members of the public present to provide comment.

8. Adjourn

With no other business, the meeting was adjourned at 12:02 pm

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 August 2, 2023.

DocuSigned by:

Jennifer Kampsula Wong

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Jennifer Kampsula Wong, CARE Board Secretary

8/7/2023

Date