

**Breast Cancer Research Council Meeting Minutes**  
**October 3, 2014: Council Meeting**  
**1111 Franklin St. Room 5320, Oakland, CA**

**Members Present:** Marjorie Green, Jon Greif, Karuna Jaggar, Marjorie Kagawa-Singer, Melanie Marty, Marta Nichols, Sharima Rasanayagam, Ted Schettler, David Wellisch

**Members Absent:** Maria Caprio, K. Alice Leung, Janice Mathurin, Arash Naeim, Naz Sykes, Kristiina Vuori

**Staff:** Mary Croughan, Lyn Dunagan, Senaida Poole, Mhel Kavanaugh-Lynch, Katie McKenzie, Lisa Minniefield

**Guests:** Janna Cordeiro, Heather Sarantis (via Ready Talk) Patrice Sutton, Tracey Woodruff

**I. Call to Order:** Jon called the Council meeting to order at 8:10 am and initiated introductions.

**II. Approval of Minutes:** The minutes from the June 20<sup>th</sup> meeting will be updated and brought to the December meeting for approval.

**III. Renewal of Confidentiality/Conflict of Interest Agreement:** Mhel briefly overviewed the RGPO Confidentiality/COI agreement and each member of the Council was given a copy to read and sign. All members need to renew the agreement annually.

**IV. CBCPI Paradigm Phase II Review Results:** Mhel overviewed the first Paradigm Project funded during the first stage of the SRI. She then presented the review results from the second phase of the project for a funding decision under the CBCPI. The idea was to replace an original model of causation of breast cancer that over time showed to be a barrier to investigating the role of chemicals in breast cancer. The model also showed the idea that there was one factor that contributed and that there aren't multiple factors causing breast cancer. The role of this project was to create an updated model showing the multiple risks and causes of the disease. Mhel then presented the original model that is posted on the program's website, showing examples of connections between the different factors. An application was submitted which came back with an overall good review and recommended to be funded with the following stipulations:

- Add new types of studies, including animal studies, younger and a more racially/ethnically diverse population (premenopausal)
- Add \$50,000 to the recommended funding to add more specific experts to the group

The group discussed possible ways the project could be expanded from the original model and agreed with the recommendations from the final review of the project, adding that the panel of experts should include experts in the three areas of agent based modeling, toxicology and systems thinking.

**MOTION:** Jon moved (David seconded) to approve the recommendation for funding, including the \$50K expansion. The motion passed unanimously.

**V. CBCPI Concept Proposals Presentations:** Tracey presented a brief summary the concept proposals presented to date and the costs estimated for the different project areas. The first concept proposal presented was the *Psychosocial Intervention on Stress, Depression, and Coping*. The group asked questions and discussed the project. The council recommended the proposal build in a psychometric evaluation of the tools being used in the study.

**MOTION:** Jon moved (David seconded) to accept the proposal with modifications suggesting measures developed are to be scientifically validated and will uniformly evaluate themselves across different populations and considering including biological measures and multi-pronged approaches. The motion passed unanimously.

Heather presented the *California Comprehensive Breast Cancer Primary Prevention Plan* concept proposal and the council discussed the project.

**MOTION:** Jon moved (Melanie seconded) to approve the proposal. The motion passed unanimously.

Tracey concluded the presentation by briefly presented the timeline for the remainder of the project, to include the final concept proposals for consideration to be presented at the December council meeting and the next steps for the Steering Committee.

**VI. Priority-Setting Presentations:**

**A.** Ted presented the five Innovation questions, detailing each one including the strategies used, possibly increasing the amount and duration of the awards and grants leveraged. He presented an impactful Innovation study awarded by the Program, and the conclusions and recommendations by the committee. The recommendations included: continuing to fund IDEAs of \$100-150 with an 18-month duration; adding an extra step to the programmatic review to include more discussion at the funding level to ensure all grants are considered if they have the highest component scores for each award type; request updated publication and grant leverage information from grantees who apply for new grants; continue efforts to develop standard evaluation metrics and data collection for all CBCRP grants; and continue efforts to develop standard evaluation metrics and data collection for all CBCRP grants.

**MOTION:** Karuna moved (Jon seconded) that the council approve the recommendations. The motion passed unanimously.

**B.** Sharima presented the background, questions, data collected, and the answers to the Policy funding mechanism recommendation. She also presented the conclusions and recommendation to implement a Responsive Policy Initiative with the guidance of the Council's policy committee.

**MOTION:** Jon moved (Marjorie seconded) to move forward with the Responsive Policy Initiative as outlined by the committee. The motion passed unanimously.

- C. Sharima briefly summarized the Public Health Outcomes recommendation that was presented to the Council back in April 2014 but was inadvertently not voted on. The committee is now requesting the Council to approve this recommendation.

**MOTION:** Marta moved (Marjorie Green seconded) to approve the recommendation. The motion passed unanimously.

**VII. Policy Initiative Implementation Plan:** Melanie presented the Policy Initiative Implementation Plan including the process and the charge of the council Policy Committee and the expert groups (PRAG, topic nominators, and peer reviewers) that will be formed. The group discussed the steps of the initiative and asked clarification questions. The council voted to move the initiative forward and it passed unanimously.

Mary updated the group on staff changes within ORGS.

During lunch, Marta gave her Meet-a-Member Presentation.

**VIII. Core Funding Update:** Katie presented the Core Funding Report including the Cycle 20 Compendium of Awards and Application Review Timeline for Cycle 21. She briefly overviewed the new data management system noting the LOIs will be submitted through Proposal Central (pC) but depending on when the new system is launched will determine whether the grant applications will be submitted through pC or Easy Grants. The group discussed the review process in the new system.

**IX. LOI Review:** Katie presented the LOI process, timeline, booklets, scoring criteria, and the advocacy involvement requirement. The Council asked questions about the amount of and timeline for the upcoming CBCPI RFPs and LOIs that will be reviewed in Cycle 21.

#### **X. Committee Reports/Goals & Accomplishments:**

- A. **Advocacy Involvement:** Marjorie G. reported on the Advocacy Involvement Committee summarizing why the committee was formed, the charge of it, resources used to obtain advocates, and the changes in the application requirements. She also reported on the committee's recent accomplishments and the focus for the upcoming cycle, to include developing advocate and scientist reporting forms so the committee can evaluate if AI has helped investigators with their research. The Council discussed the requirements in grant applications.
- B. **Outreach:** David presented the Outreach Committee Report including the charge of the committee (prioritizing the Program's goals, symposium planning, and fundraising) goals and accomplishments. The committee set some new

communication goals: to increase applications submitted, boost funding, and raise awareness of our funding strategies and research findings with the public. The group also evaluated and prioritized activities to match the goals, potential costs and use of resources. They made recommendations to the staff to develop a social media strategy for building audiences for fundraising, consider replacing the costly symposium with a smaller event, and modifying the Conference Award requirements to include Advocacy Involvement and strongly recommend key presentations be video recorded for potential distribution. The goals for 2014-15 are to identify/plan an event to replace the symposium, engage member organizations in social media strategies, and evaluate effectiveness the current communications strategies. The group discussed various potential fundraising activities and options for symposium type events.

- C. **Priority-Setting:** Sharima presented a summary of the committee, including overseeing the P.S. process and current work which will conclude in 2015, when the council will ultimately decide how to spend (approx.) \$50 million through 2020. She also briefly presented the committees' accomplishments over the past year and goals for the upcoming year
- D. **Policy:** Melanie briefly reported on the charge of the committee. She also overviewed the next steps, which will be monitoring the implementation of the plan and thinking about potential topics of research, researchers, and prospective Policy Research Advisory Group (PRAG) members. She asked the Council to think about policy experts they could nominate to be in the group.

**XI. Community Initiatives Update:** Senaida presented a brief update on the schedule for the CRC Pre-Application Research Plan Reviews and the monthly technical assistance webinars scheduled through February 2015. Mhel announced the Program received the NIH grant to continue with the Quick Start training and Senaida summarized the 2014 implementation of the one year training project that the Council approved in January.

**XII. CBCPI Update:** Mhel briefly noted that there will be six more Concept Papers presented at the December council meeting and discussed possible topics.

**XIII. Directors Report:** Mhel announced the Program's search for the Environmental Health & Health Policy Sciences Program Officer Position. She also reported that the Community Foundation for Monterey County awarded CBCRP a grant to support an 18-month pilot project at Lawrence Berkeley National Laboratories, which was set to be funded on the Program's pay if list. Mhel also reported that the tax check off legislation, SB1207 did not pass once it reached the Assembly Appropriations Committee. Also, a goal of the CBCPI was to publish the process of the CBCPI and an article was accepted for publication and will be available in October 2014.

**XIV. Announcements:** Karuna presented invitations to the group for a *Food for Thought* event hosted by Breast Cancer Action in San Francisco on October 21, 2014.

Jon Greif adjourned meeting at 3:45pm