

**James & Esther King Biomedical
Research Advisory Council (BRAC)
Regular Session
Meeting Minutes**

**May 12, 2005 10:00 a.m – 5:00 p.m.
May 13, 2005 9:00 a.m. – 12:30 p.m.
Orlando Museum of Art
2416 N. Mills Ave, Orlando
FL 32803-1483**

Attendees:

Clyde McCoy, Chair
Jane Gibson, Vice-Chair
Ed Block
Richard Bookman
Karen Dow
Sigurd Norman
Susan Phillips
Douglas Schocken
Richard Shoephoerster
Darya William

DOH Staff:

Susan Phillips
Chuck Wells

Guests in Attendance:

Mary Bernard - Lytmos Group
Paul Hull – American Cancer Society
Tracy Lowe – Collins Center
Rod Petrey – Collins Center
Peggy Shults - Lytmos Group

Welcome and Consent Agenda: Dr. Clyde McCoy called the meeting to order and welcomed Council members, staff and guests. Minutes of the last meeting were presented to the Council and unanimously approved as submitted.

Public Comment: Paul Hull commended the program for the progress made in the last two years, and reported clear support in the recent legislative session. Paul also shared brief information about recent adjustments in the collaborative structure of the Tri-agency organizations. Council members emphasized the importance of maintaining strong support from these organizations, and Paul assured the members that he believes this program remains a high priority for all three entities.

Housekeeping: Chuck Wells informed the group that per Florida Statute for Advisory Councils, each council member vote must be recorded, and no member is permitted to abstain unless there is a stated conflict of interest.

Legislative and Other Support Updates: Susan Phillips confirmed that \$10.1 million was appropriated for the coming fiscal year, with \$9.412 less 15% in administration costs available to fund projects in 2005-2006.

Grant Funding Decisions on 05-06 Call for Applications: Peggy Shults presented statistics regarding the forty-four applications submitted in March. Several cases (with identifying information removed) were presented to the Council for opinions regarding eligibility. It was the general consensus of the BRAC that an appointment as Research Assistant Professor constituted a “full-time faculty or equivalent” position. The Council was then informed that, after applying this principle, two NIR applicants holding positions as Research Assistant Professor for greater than five years were consequently ineligible for funding, and these proposals were removed from further consideration. Council members generally agreed to recommend further clarification of eligibility issues in the September meeting, such as minimum PI time commitment, differentiation of independent research institutions, and citizenship determination.

After the Council reviewed the distribution of peer review scores within each of the three funding categories and considered programmatic interests, Ed Block made the motion that funding be provided to “three TSPs, two SBTs, and as far down the ranked list of NIRs as the available dollars would permit, up to and including a priority score of 2.47.” This motion was seconded and unanimously approved by the Council. A further motion was made by Richard Bookman that “In the event that all NIRs up to 2.47 are funded and dollars remain, the Council will reconvene to consider options.” This motion was also seconded and unanimously approved by the Council.

Grant Continuations for Current Grantees: Peggy provided information about the current portfolio of 18 grants, and relayed feedback on the recent pilot of peer reviewed progress reports. Council members endorsed adopting this practice for future progress reports, and encouraged involvement of the mentor in progress reporting and evaluation for NIR grantees. Lytmos reported that no grantees were at risk for non-continuation.

Program Operations Discussion: Mary Bernard briefly reviewed recent and planned activities and informed the Council about the Lytmos grant management system to be implemented with the 05-06 grantees. In addition, she shared highlights of the results from a survey Lytmos conducted among individuals who registered on the program's website to apply for funding but did not submit an application.

BRAC Membership Topics: In preparation for upcoming membership rotation, Chuck cited s. 20.052(3)(c) of Florida Statute as a reference in suggesting that Council members holding Tri-agency appointments previously understood to be unlimited in duration actually have a three year term which has now expired. Council members strongly recommended that a sufficient number of current members be retained to ensure continuity of momentum. [NOTE: After the meeting, staff consulted with the DOH legal department and learned that since the statute specifically names the CEO of the respective Tri-agencies, the appointment is for as long as that person holds that office with the agency; and in the case of designees, they serve at the pleasure of the CEO.]

Council members were asked to come prepared to nominate candidates at the September meeting.

Next BRAC meeting: It was agreed that the next meeting will take place during the week of September 12th.

Strategic Planning Session: The remainder of the meeting was devoted to strategic planning, facilitated by Rod Petrey. The discussion revolved around identifying program Strengths, Weaknesses, Opportunities and Threats. A major theme emerged involving potentially finding partner organizations to augment program funding and build program strength. At various points during the discussion suggestions were offered for data collection and analysis that may be helpful in future program planning and promotion, including:

- Characterizing the funding portfolio
- Tracking further funding outcomes of grantees and unfunded applicants
- Polling grantees for clinical impact of sponsored research

The Collins Center will update and publish a draft of the strategic plan as discussed in the meeting, and DOH staff will circulate the document to the BRAC members for comment.

The meeting was adjourned at 12:30 p.m. on May 13th.

Respectfully submitted on behalf of Clyde McCoy, Chair

Chuck Wells, Program Manager
September 15, 2005