

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

**9/21/2004
10:00 AM to 3:00 PM
Tampa Airport Marriott**

Attendees: Clyde McCoy, Chair Richard Bookman Sigurd Norman Susan Phillips Richard Schoephoerster Derya William	Guests in Attendance: Mary Bernard - Lytmos Group Brian Gilpin – American Heart Association Mary Maynard – American Heart Association Peggy Shults - Lytmos Group Carol Weys – American Cancer Society	Not attending: Ed Block Karen Dow Jane Gibson, Vice-Chair Douglas Schocken
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Council Discussion Highlights

Public Comment: Brian and Mary stated that they see the James and Esther King Biomedical Research Program as a critical component of their organization’s mission, and offered assistance with additional resources and legislative support if needed to further support the program.

CURED representation: Susan provided an explanation of the CURED program and board structure. The Council selected the Chair of the Biomedical Research Advisory Council as the primary representative of the program on the CURED Board, with the Vice Chair to serve as backup.

Lytmos introduction: Peggy provided a brief orientation on Lytmos Group, LLC, the new contractor selected to assist with program administration.

Status of Grant Awards: Susan informed the Council that nearly all previously funded projects were complete, with final reports due at the end of September and the balance due by year end. She presented the status of funding for 04-05 grantees and solicited recommendations from the Council regarding the funding outcome for three proposals receiving inconsistent scoring treatment due to one missing peer review.

Action item: Susan will arrange for Constella to provide an additional peer review for these proposals, and their eligibility for funding would be evaluated based on their complete score relative to other proposals selected for funding.

Review of Merit Score Statistics: The Council was presented with an analysis that illustrated the difference in funding recommendations between using the middle three peer reviewer scores vs. all five. After discussion, no changes were recommended for the upcoming review cycle.

Review and Assessment of Peer Review Process: The Council reviewed the existing procedures for peer reviews for the program, and discussed the possibility of applying specific weighting factors to evaluation criteria. The consensus among Council members was in favor of retaining the current scoring process for the upcoming competition, and collecting parallel weighted scores for comparison and consideration for use in future competitions. Further, the Council wishes to be assured of the caliber of reviewers for the upcoming competition.

Action item: At the January BRAC meeting, Lytmos will provide the BRAC with resumes for the reviewers who will contribute to the 2005 grantee selection process.

FY 05-06 Call for Grant Applications: After discussion, the Council recommended that the next Call contain the same three grant mechanisms as FY 04-05 – New Investigator Research (NIR), Small Business Technology Transfer (SBTT), and Team Science Projects (TSP).

2004 Annual Report: The Council expressed satisfaction with the previous Annual Reports and requested that a final draft of the next report be circulated for comment in early December.

Action item: Lytmos will provide a final draft in December in order to meet the February 1 delivery date for the Florida legislature.

New Web site: The Council reviewed a Lytmos model of the proposed homepage for a new program web site. It was recommended that the site not incorporate a comprehensive event calendar due to the time commitment of keeping this feature current. The Council requested that the logo draft included on the site be modified to include a visual association with the state of Florida.

Lytmos system demonstration: Peggy Shults provided a PowerPoint presentation outlining the Lytmos grant application and peer review process.

Next BRAC meeting: The next meeting will take place in Tallahassee on January 10, 2005 from 8:30 a.m. to 3:00 p.m.