

## Andy Hill Cancer Research Endowment Standing Committee on Grants Meeting Minutes September 28, 2022

The following board members selected by the CARE Board of Directors currently comprise the Standing Committee on Grants: Cliff Berkman, Tom Brown, David Byrd, and Karin Rodland.

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

Committee Members Absent: Tom Brown

CARE Staff Attendees: Laura Flores Cantrell, Peter Choi, Tasha Florez, Jennifer Puttuck

Guest Attendees: Sandra Adix (WA State Assistant Attorney General), Alison Beason (WA State Department of Commerce)

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Wednesday, September 28, 2022, 8:00–9:00 a.m. (PT)

### 1. Welcome

David Byrd welcomed the group, opened the meeting, and gave the floor to staff for the next agenda item.

### 2. Request for Proposals (RFP)

Laura made a suggestion to review each RFP individually before entertaining a motion to approve and announce the RFPs.

Peter reminded the Committee that four RFP overviews were presented at the September 7, 2022 Board meeting: Population Health RFP; Inclusion and Diversity in Cancer Screening, Diagnosis, and Clinical Trials RFP; Life-Science Start-Up and Development RFP; and Shared Infrastructure and Resources RFP.

He explained that the RFPs have been revised based on the Board's discussion at the September 7, 2022 Board meeting. The revised RFPs are in the Committee meeting materials. Substantive changes are highlighted in yellow and two changes are universal to all four RFPs:

- For each program, after the independent scientific review of the research proposal, at the CARE Board's discretion, exceptional or promising proposals that are awarded a grant under this opportunity may be invited to submit a supplemental funding request. The supplemental funding request must aim to fund work that further advances or extends, but does not materially deviate from, the project that was reviewed by the independent scientific review panel.
- All bullets in the review criteria have been updated to question format rather than a statement. And unless otherwise indicated in the overviews, the criteria elements have not substantively changed.

Peter asked if the Committee had any questions or comments on these changes. The Committee had no comments. He then introduced each RFP individually and opened the floor for Committee discussion.

#### Population Health RFP

Peter noted that only the above-mentioned changes were made to this RFP and no additional substantive changes were made. He opened the floor to the Committee for discussion. There was no Committee comment on this RFP.

#### Inclusion and Diversity in Cancer Clinical Trials RFP

Peter explained proposed changes to this RFP, including the following:

- Screening and Diagnosis is removed from the title as it could appear that this funding opportunity would support screening and diagnosis activities when they are not tied to clinical trials. This is added into the language of the body of the RFP.
- This grant may not be used for the purchase of real property but may be used to enhance the capacity and/or infrastructure to conduct cancer clinical trials.
- We will clarify in the RFP description and in the review criteria, as needed, that support for clinical trial capacity/infrastructure is allowed but the applicant will have to make the case for the quality of the clinical trials the infrastructure will support and a means for the infrastructure to continue once the initial expenditure is made.

Peter opened the floor to the Committee for discussion. The Committee agreed to the proposed changes and had no additional changes.

#### Life Science Start-Up and Development RFP

Peter explained proposed changes to this RFP, including the following:

- Based on the discussion at the September 7, 2022 board meeting, a second track was added to this funding opportunity.
  - Seed grants will be for awards up to \$300,000.
  - The new track, Catalyst grants, will be for awards up to \$2M. These are intended to provide funding for activities like product validation and product launch activities.
- Several of the review criteria were modified to account for the added Catalyst grant track.

All RFPs are subject to legal review.

For the Life Science Start-Up and Development RFP as currently drafted, the grant funds may be used to purchase equipment, provided that the equipment is significant to achieving the research or product development aims.

Peter opened the floor to the Committee for discussion.

A Committee member asked about including competitive procurement in the RFP. Laura said that procurement requirements are typically in the contract. A Committee member suggested changing the language referring to equipment purchases in the RFP from “significant” to “essential.” The Committee agreed to this change. A Committee member asked about and suggested clarifying the language on the maximum number of applications per institution is per funding opportunity and not per application track within the funding opportunity. Staff confirmed that institutions may submit up to five applications for the funding opportunity, and not per track.

It was suggested that wording in the RFP be changed to reflect that amounts may be either up to \$300,000 or up to \$2M total for up to two years, without specifying a limit on funding per year. Budget duration would be based on milestones to achieve the goals, and clear deliverables to trigger payment.

Peter gave the floor to Laura to introduce the fourth RFP.

#### Shared Infrastructure and Resources RFP

Laura invited Sandra Adix, WA State Assistant Attorney General, to explain the restrictions and parameters for this type of funding opportunity. Sandra advised the Committee and provided considerations related to the funding of capitalized equipment. A Committee member expressed concern regarding grantee reporting requirements and the CARE Fund's administrative capacity needed for continued follow-up over a period of time extending beyond the grant period. The Committee was in favor of structuring the reporting requirement tied to sustainability criteria to occur every two years rather than annually, if allowable.

Laura gave the floor to Peter to explain proposed changes to this RFP, including the following:

- What was previously the "Challenge" grant has been renamed to "Implementation" grant.
- A plan for sharing the infrastructure or resource, including equipment, would be required. The allowability of the purchase of equipment will require legal review.
- There was discussion at the September 7, 2022 board meeting regarding requiring the resource be "shared". The addition of the Life Science Start-Up and Development grant Catalyst track, at the same maximum funding level as the Implementation track may provide an alternate avenue of funding for eligible projects, without an explicit requirement for sharing.

Peter opened the floor to the Committee for discussion. A Committee member suggested changing the name of the grant to "Shared Resources and Infrastructure" to tie the "shared" to resources rather than infrastructure; the Committee agreed to this change. In addition, the Committee agreed to add language referring applicants between the *Life-Science Start-Up and Development RFP* and the *Shared Infrastructure and Resources RFP*, similar to federal applications that direct applicants to multiple RFPs. Peter asked if the Committee would like to remove the defined yearly award amounts from this RFP; the Committee agreed to remove them.

In the context of all four RFPs, there was also discussion about removing the annual amounts for each funding opportunity, such that proposals could request and modify their budgets as needed to align with the proposal's timeline and milestones, with clear deliverables to trigger payment. The Committee agreed to remove the annual amounts, accordingly.

MOTION: Karin Rodland made a motion to approve all four presented RFPs as revised by Committee agreements during this meeting; David Byrd seconded. The motion was approved unanimously.

### **3. Committee Chair Appointment**

Laura noted that Carol Dahl has completed her term of service on the CARE Board; her board and Committee term expired effective September 9, 2022.

MOTION: David Byrd made a motion to appoint Karin Rodland as Chair of the Standing Committee on Grants; Cliff Berkman seconded. The motion was approved unanimously.

**4. Breakthrough Seed Funding RFP Review**

Peter reminded the Committee that the Breakthrough Seed Funding RFP was presented at the September 7, 2022 Board Meeting, and the Board had requested a revision to clarify language regarding the Board’s priorities and considerations. Peter asked the Committee if they had any additional comments regarding this revision prior to the final draft version being presented at the November 2, 2022 Board Meeting. The Committee had no further comments.

**5. Executive Director’s Update**

Laura Flores Cantrell had no further updates.

**6. Public Comment**

No members of the public were present to provide comment.

**7. Adjourn**

With no other business, the meeting was adjourned at 8:59 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 regular meeting of the board on November 2, 2022.

  
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Eunice Hostetter, CARE Board Secretary

11/08/22  
Date