

**CTSA Consortium Steering Committee Meeting**  
**March 16, 2009**  
**1:00 – 2:00 PM ET**  
**Meeting Summary**

Link to meeting recording: <https://webmeeting.nih.gov/p40328953/>

**CTSA Consortium Reports and Announcements**

Becky Jackson welcomed participants and reviewed the list of recommendations from the recent face-to-face meeting of the CTSA Consortium Executive Committee.

**Report on Executive Committee Face-to-Face Meeting of February 25-26, 2010**

Becky Jackson and Anthony Hayward reviewed governance changes with the Steering Committee and the following were endorsed by participants. It was agreed that a message seeking input from those unable to attend this web conference would be sent to ensure all those with comments would have a chance to voice their opinion.

1. Endorsed the CCEC plan to maintain membership on the SGCs of 3 PIs and 3 Administrators with each PI serving a 3 year term. The terms would be staggered, with the third year including service on the CCEC. This will address the issue of maintaining representation and turnover on the CCEC for all of the SGC co-chairs when there are so many.
2. Endorsed the CCEC proposal to changing terms for the SGC co-chairs and service on the Executive Committee, limiting the ability for SGCs to form subgroups, and flexibility in calling the Key Function Committees – Key Function Communities.
3. Endorsed the CCEC decision to remove the Clinical Research Innovation KFC and reinstate the Regulatory Knowledge and Clinical Research Management groups as KFCs. This will address the relatively recent creation of the CRI KFC to oversee Regulatory Knowledge and Clinical Research Management; however, since this did not prove useful, in part because of the formation of the CMG, the reinstatement of the RegKnow and CRM groups as KFCs was recommended.
4. Endorsed the CCEC recommendation to seek feature presentations from those CTSA Institutions interested in presenting at an upcoming Steering Committee web conference on best practices, updates on initiatives or other areas of interest to Consortium members. This would provide an opportunity for CTSA to share highlights and replace some of the routine reporting on Strategic Goals, especially because there are other opportunities for assessing these goals.
5. Endorsed the recommendation to promote collaboration on ongoing clinical and translational research projects by posting these on the [ctsaweb.org](http://ctsaweb.org) web site.

## **Volunteer Opportunities**

Strategic Goal Committee #1: Nora Disis has moved from SGC1 to SGC5 and Eric Topol is stepping down from SGC5; therefore, Jim Heubi is the only PI on SGC1. Two new PI members are being sought to serve on SGC 1. Those interested in serving as the PI on SGC 1 should send an e-mail to Anthony Hayward ([HaywardA@mail.nih.gov](mailto:HaywardA@mail.nih.gov)) and Helen Lee ([lee\\_helen@bah.com](mailto:lee_helen@bah.com)) by Friday, March 19. (Elections will be held if more than two PIs volunteer. The terms of service may be determined once all three PIs are in place.)

CTSA Consortium Steering Committee Face-to-Face Meeting Planning Committee: The CCSC F2F Meeting is scheduled for October 6-7, 2010 in Bethesda, MD. A planning committee is being formed to prepare the agenda, speakers, need for break-out sessions, outcomes, etc. for the October meeting. Those interested in being a member of the Planning Committee should send an e-mail to Helen Lee ([lee\\_helen@bah.com](mailto:lee_helen@bah.com)) by Friday, March 26.

### **Presentation on Outcomes of the CTSA Industry Forum, February 17-18, 2010**

Lili Portilla, NCCR Coordinator for the Public Private Partnerships Key Function Committee, provided an updated on the CTSA Industry Forum. The Forum, whose purpose was serve as the “catalyst” for finding ways to leverage the CTSA consortium to accelerate and streamline the discovery and development of commercially viable therapies, devices and diagnostics to improve the public health of the nation, has received much positive press since its adjournment.

The highlights from the Forum included sessions on the “Valley of Death,” small business issues, venture capital and investment issues, etc. The conference presentations will be loaded in the conference web site and CTSAweb.org, and the meeting summary report to be completed by mid-April. The planning team and breakout session organizers are coordinating and drafting a manuscript of the conference, and this is expected in mid-May. The team is also developing a strategic plan to identify what issues to begin to tackle as group and engage other stakeholders (other KFCs/SGCs and external partners).

### **Presentation on Outcomes of the Communications Face-to-Face Meeting, March 4-5, 2010**

Tom Fogg briefed on the Communications Key Function Committee F2F meeting and focused on two key outcomes:

1. Development of a CTSA Consortium Internal Communications Plan, and
2. Communication of CTSA Science Advances

He noted the role of the Consortium Management Group in communications and that CTSA as a Consortium is a complex organization that needs effective, efficient communications to carry out its mission. The “source groups” that he reviewed require different communications and that a plan to include needs assessment will be developed to address effective internal communications and ways to leverage new tools. “Tiger Teams” from Communications KFC will be formed to address each communications source group and the results will be reported to Communications KFC Steering Committee and then to the CMG and CCEC.

Kameha Kidd presented on outcomes of the session on Science Advances and the best ways to communicate from sites to NCCR. This group will continue work with the Communications KFC and Renee Joskow for the Annual Progress Report, and develop ways to capture highlights and moving forward in science advances. The plan is to reach out to PIs to determine highlights and provide these resources on the CTSA wiki, tying these to each key theme using a standard template.

### **Education and Career Development Key Function Committee Report**

Fred Meyers (UC Davis) noted that Michael Fleming (U of Wisconsin) will assume the role of Chair for the Education and Career Development KFC starting next month. Elections are underway for the Vice Chair position.

Dr. Meyers gave an overview of the projects and activities that have taken place during his tenure as chair. He highlighted key accomplishments including:

- Core Competency Workgroup presented their final recommendations for Master's candidates to the SGC #2 and CTSA Executive Committee on June 9, 2009. The living document is posted on CTSAWeb.org.
- Mentor Program Workgroup is participating in the ARRA supplement project. The aim of the study is to identify and draft best practices for mentoring KL2 scholars and other K awardees (K12, K01, K08, K23 etc) at institutions. Michael Fleming, is the lead investigator for the study and the primary goals of the workgroup are to:  
1)Reach consensus on best mentoring practices including mentor selection, evaluation, training workshops, and methods to provide feedback to mentors;  
2)Support and conduct outcome research on best mentoring practices;  
3)Publish the findings of the workgroup;  
4)Share mentoring courses and resources, making them available to the research training community via the *Virtual Learning Resource* (SGC #2).
- The National CTSA Educational Resource Program [NCERP] has completed the administrative supplement project cataloging 100+ "niche" course offerings across the consortium and the NIH Clinical Center. The catalogue link is posted on the CTSAWeb.org website.
- The National Clinical & Translational Research Education Meeting in cooperation with the ACRT and SCTS
- Additional activities supporting education and collaboration
  - American Association for the Advancement of Science Scholar Editor Program
  - Representing the CTSA in ongoing discussions about the MD-PhD training pathway with the American Association of Medical Colleges and the Association of the Professors of Medicine.

- Collaborative training partnerships among NIH, FDA, and industry.

**Other Business**

Please consider volunteering to serve on the CCSC October F2F Planning Committee to help plan the agenda and outcomes of the meeting. Those interested should contact Helen Lee no later than March 26.

**The next meeting of the CCSC is Tuesday, April 20, 2010, 1:00-2:00pm, ET**