

**CTSA Consortium Steering Committee Meeting  
July 27, 2010 – 1:00-2:00 PM ET****Meeting Summary**

**Link to Meeting Recording:** <https://webmeeting.nih.gov/p59694074/>

Co-Chairs Rebecca Jackson, Harry Shamoon and Julian Solway welcomed participants to the web conference.

**New 2010 Cohort CTSA Announcement**

- On July 14, 2010, nine additional CTSA's joined the Consortium, growing the Consortium to 55 member institutions. The nine new institutions are:
  - Children's National Medical Center, Washington, D.C.
  - Georgetown University with Howard University, Washington, D.C.
  - Medical College of Wisconsin, Milwaukee
  - University of California, Irvine
  - University of California, San Diego
  - University of Massachusetts, Worcester
  - University of New Mexico Health Sciences Center, Albuquerque
  - University of Southern California, Los Angeles
  - Virginia Commonwealth University, Richmond
- NIH News Release on 2010 CTSA Cohort: <http://www.nih.gov/news/health/jul2010/ncrr-14.htm>
- Descriptions of the new CTSA awardees: [www.ncrr.nih.gov/ctsa2010](http://www.ncrr.nih.gov/ctsa2010)

**Announcement of New CCSC Co-Chairs Elect**

- Dr. Anthony Hayward announced the new CCSC Co-Chairs Elect that will be serving as the Co-Chairs for the CTSA Consortium Steering Committee and CTSA Consortium Executive Committee for the next calendar year (for 2011). Please give a warm welcome and congratulations to Kathleen T. Brady (South Carolina), Bruce Neil Cronstein (NYU), and Curtis L. Lowery (Arkansas)!
- Drs. Rebecca Jackson, Harry Shamoon and Julian Solway will remain as Co-Chairs through December 2010. Special thanks to the CCSC Nominations Committee (Bob Sherwin, Garret FitzGerald, and Gordon Bernard) for facilitating this year's election process.

**Outcomes of CCSC Face-to-Face Planning Call, June 30 and July 21**

- The CCSC Face-to-Face Planning Committee teleconferences to-date call for the agenda to include one day on topics about local transformation issues, and another day on topics about national Consortium transformation. The agenda will also include discussions on how CTSA's can interact with the NIH Institutes and Centers.
- The meeting this year will be held on October 6-7, 2010. The plan is for attendees to arrive on the evening of October 5th, thereby allowing for the meeting to begin early in the morning on October 6th, and then adjourn on October 7th around 2PM to allow for attendees to catch flights home that evening.
- We have received confirmation that Francis Collins will be able to give a keynote speech on the morning of Wednesday, October 6. Zeke Emanuel has been asked to present a keynote speech on Thursday, October 7, focused on how clinical and translational research can support the transformations needed as part of health care reform.

- The next meeting for the planning committee has not been finalized yet. A draft agenda for the Face-to-Face meeting will be made available on the registration site in the near future.
- Members of planning committee: Becky Jackson, Harry Shamoon, Julian Solway, Gordon Bernard, David McPherson, Mike Lichtenstein, Bushra Rehman, Anthony Hayward, Andrea Sawczuk, Dan Rosenblum.

### Upcoming Meeting Cancellations for CCSC and CCEC

- Please note that the teleconferences and web conferences for the **August meetings of the CCSC and the CCEC will be cancelled**. Please reference the list below for the list of upcoming meetings (July and August) and the meeting status, respectively:

Meeting Date & Time	Committee	Meeting Status
Tuesday, <b>August 10</b> , 2010 1:00-2:00 PM ET	Consortium Management Group (CMG) and CTSA Consortium Executive Committee (CCEC) Co-Chairs	Meeting is <b>cancelled</b>
Tuesday, <b>August 17</b> , 2010 1:00-2:00 PM ET	CTSA Consortium Executive Committee (CCEC)	Meeting is <b>cancelled</b>
Tuesday, <b>August 24</b> , 2010 1:00-2:00 PM ET	CTSA Consortium Steering Committee (CCSC)	Meeting is <b>cancelled</b>

### Update on PI Liaisons for CTSA Key Function Committees and NIH Institutes and Centers

- Many of the vacant PI Liaison positions for CTSA Key Function Committees and NIH Institutes and Centers have now been filled. Thank you to everyone who volunteered for these positions. Andrea Sawczuk will be drafting a one-pager on the PI Liaison nominations effort, communicating the final decisions on the positions.
- Please note that if there are positions that PIs are interested in volunteering for, you may email Andrea Sawczuk ([Sawczuka@mail.nih.gov](mailto:Sawczuka@mail.nih.gov)) and Tanya Buttress ([buttress\\_tanya@bah.com](mailto:buttress_tanya@bah.com)). Please also be sure to look at the updated list and let us know if you concur or do not concur with the Non-PI nominations (farthest right-hand column of list).

### Results of Poll on the Proposal for Collaborative Translational Pilot Grants

- The Proposal for Collaborative Translational Pilot Grants was presented by George O'Connor from the Translational Key Function Committee on the June 22<sup>nd</sup> CCSC web conference. The results of the poll that was distributed to CCSC members on July 1<sup>st</sup> yielded a total of 23 responses received: 18 respondents supported the proposal (78%), and 5 respondents did not support the proposal (22%).

### Strategic Planning Presentation

- Becky Moen and Harry Shamoon presented on CTSA Consortium strategic planning. They discussed taking strategic planning to the next level through the creation of “objectives” within Strategic Goals, and objectives and Consortium-wide projects fit into the “Big Picture.” Francis Collins’s top five priorities were displayed, showing how the CTSA Strategic Goals align with each of the priorities.
- Becky Moen and Harry Shamoon articulated that the Consortium has reached a level of maturity that we would benefit from additional delineation of goals (i.e., objectives). Objectives should contribute/map to strategic goals and, ultimately, NIH priorities, and should follow the “S.M.A.R.T.” principle: Specific, Measurable, Attainable, Realistic, and Timely. Individual projects should exist within these objectives. An example shown included Strategic Goal Committee #1 (National Clinical and Translational Research

Capability) and the Clinical Research Management Key Function Committee, and how there are the Contracts and IRB projects within its objectives. Success indicators should be included that allow the group to evaluate and measure progress on a regular basis, and progress on objectives should be highly visible and the work should be prioritized. The Project Tracking Tool will help provide data for this.

- Next Steps for the group are to discuss how objectives should be identified and prioritized, and how KFCs can remain engaged in the process.

**Action Items:**

#	Decision Points/Next Steps	Responsible Party	Time Frame
1	<p>Nominations for PI Liaisons to CTSA KFCs and NIH ICs:</p> <p>*Please note that if there are positions that PIs are interested in volunteering for, you may email Andrea Sawczuk (<a href="mailto:SawczukA@mail.nih.gov">SawczukA@mail.nih.gov</a>) and Tanya Buttress (<a href="mailto:buttress_tanya@bah.com">buttress_tanya@bah.com</a>).</p> <p>*Please also be sure to look at the updated list and let us know if you concur or do not concur with the Non-PI nominations (farthest right-hand column of list).</p>	CCSC Members	By next CCSC meeting
2	<p>CMG's Strategic Planning Presentation:</p> <p>*Next Steps for the group are to discuss how objectives should be identified and prioritized, and how KFCs can remain engaged in the process.</p>	CMG Members	At future CMG meeting

- **Next Meeting Date & Time:** Tuesday, September 28, 2010 at 1:00-2:00PM ET.
- **Recurring Meeting Date & Time:** The 4<sup>th</sup> Tuesday of each month at 1:00-2:00PM ET.
- **Resourceful links:** [CCSC Wiki page](#) (requires login); [CCSC CTSAweb.org page](#) (public website)