

**CTSA Consortium Steering Committee Meeting
June 22, 2010 – 1:00-2:00 PM ET****Meeting Summary**

Link to Meeting Recording: <https://webmeeting.nih.gov/p96379679/>

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

Outcomes of CCSC Face-to-Face Planning Call, June 9

- 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.
- The next meeting for the planning committee will be held on June 30 at 4PM ET. Shortly after that meeting, a draft agenda for the Face-to-Face meeting will be made available for the group to comment on.
- Members of planning committee: Becky Jackson, Harry Shamoon, Julian Solway, Gordon Bernard, David McPherson, Mike Lichtenstein, Bushra Rehman, Anthony Hayward, Andrea Sawczuk, Dan Rosenblum.

Nominations for PI Liaisons to Key Function Committees and NIH Institutes and Centers

- The deadline for nominations for PI Liaisons to Key Function Committees (KFCs) and to NIH Institutes and Centers (ICs) was previously extended to June 18 and no further extensions are planned as most of the open positions have received volunteers.
- The CCEC will seek volunteers for the few KFCs and NIH ICs remaining that do not have PI Liaisons. Some KFCs have received up to 5 volunteers or nominations for PI Liaisons, so there will need to be a decision making process established by the CCEC for those circumstances.

Nominations for Co-Chairs Elect for CCSC

- The deadline for nominations for Co-Chair Elect positions for the CCSC was June 18.
- The Nominations Committee has received several nominations to-date, and the Nominations Committee will confirm nominees' willingness to serve before the elections are to take place in July.

CTSA Publications Committee Update

- The CTSA Publications Committee recently reviewed the publication titled "Training and Career Development for Comparative Effectiveness Research Workforce Development." The publication was distributed to the CCEC for comments and endorsement, and the consensus was to approve the publication as a CTSA Consortium document.
- Jody Sachs reviewed the contents of the [CTSA Publications Committee Wiki](#) page, where participants can submit publications for review, review and publications that have already been submitted for review, and how to contact the Publications Committee with any

questions. The committee's Wiki page can also be accessed from the [CCSC Wiki page](#), under the header titled "CTSA Consortium Publications and Review Process."

Proposal for Collaborative Translational Pilot Grants – George O'Connor

- The Translational KFC has drafted a proposal for collaborative translational pilot grants involving multiple CTSA institutions. The purpose of the proposed program is to promote translational research collaborations that involve more than one CTSA institution by funding collaborative translational research grants (CTRG) that bring together expertise, scientific resources, patient populations, and/or community resources that are not all readily available at single CTSA institution. There is no requirement or mandate to participate in this collaboration.
- The proposal including the scope, review criteria, and application process was presented to the CCSC; a poll will be created and sent to the CCSC to vote on the proposal.

Clinical Services Core (CSC) Discussion

- Don McClain discussed the recent efforts of the Clinical Services Core (CSC) Group. The group has put together an inventory of research that CTSA's are completing across the country, including the number of collaborations, and the total amounts of federal/non-federal grants that the institutions are supporting.
- The CSC will provide a preliminary report and results to the CCSC for consideration to be presented at the CCSC Face-to-Face Meeting in October.

CTSA Consortium: Improving Communications

- Tom Fogg and Steve Parrott discussed an initiative between the Communications KFC and the Consortium Management Group (CMG) to create an internal communications plan for the Consortium. The CMG will take the lead in the implementation of the plan.
- The CCEC has been chosen as the first group for which an internal communications plan will be developed (will be completed before the CCSC Face-to-Face Meeting in October).

Other Business

- Tanya Buttress (buttress_tanya@bah.com) has replaced Helen Lee as the Booz Allen Hamilton Project Manager for the CTSA Consortium Steering Committee (CCSC) and the CTSA Consortium Executive Committee (CCEC). Please look for e-mail messages from Tanya, and contact her with any questions.

#	Decision Points/Next Steps	Responsible Party	Time Frame
1	The Nominations Committee has received several nominations for Co-Chair positions for the CCSC. An election will take place in July; please stay tuned for a poll in the coming weeks.	PIs and CCSC Voting Members	Within 2 weeks
2	Respond to Poll for Proposal for Collaborative Translational Pilot Grants: http://www.surveymonkey.com/s/3ZC9HFZ	PIs and CCSC Voting Members	By July 16
3	The Clinical Services Core (CSC) Group will provide a preliminary report and results to the CCSC for consideration to be presented at the CCSC Face-to-Face Meeting in October.	Arlene Chapman/ Don McClain	By next CCSC meeting

- **Next Meeting Date & Time:** Tuesday, July 27, 2010 at 1:00-2:00PM ET.
- **Recurring Meeting Date & Time:** The 4th Tuesday of each month at 1:00-2:00PM ET.
- **Resourceful links:** [CCSC Wiki page](#) (requires login); [CCSC CTSAweb.org page](#) (public website)