

CSULA-COH Collaborative Meeting Minutes
Principal Investigators' Meeting
Thursday, January 11, 2007
11:00 a.m. – 12:00 p.m.
Teleconference

Present: J. Momand, S. Kane

Topic	Major Points	Action Needed	Responsible Party
1. Next steps for Research component	<p>Jamil presented to the HHS Chairs meeting on Jan. 9. He has received modest interest from faculty so far, so will follow up with individuals connected with the P20 to solicit additional faculty participants.</p> <p>There will be a meeting with interested CSULA faculty COH research leaders describing their research interests and potential collaborative projects. The purpose is to initiative collaborations and start generating pilot project ideas. This meeting is currently planned for February 6 at 6:30pm at CSULA, exact location to be determined.</p> <p>A second meeting will occur at COH to continue the discussions. The date, time, and details still need to be established.</p> <p>In follow-up to the previous PI meeting, S. Kane discussed with S. Bhatia the feasibility of funding pilot projects @ \$50K apiece, with 2 years of funding per project, on average. Dr. Bhatia indicated that \$50K projects were entirely feasible.</p>	<p>Follow up with C. Hughes and others in HHS.</p> <p>Make arrangements for Feb. 6 meeting at CSULA.</p> <p>Communicate with faculty to confirm their attendance.</p> <p>Set details of COH meeting.</p> <p>No follow-up at this time.</p>	<p>Jamil</p> <p>Jamil</p> <p>Jamil & Susan</p> <p>Jamil & Susan</p>
2. Next steps for Training component	<p>There will be a meeting with COH and CSULA faculty so that collaborative cancer research projects can be identified for students to participate in. The meeting is scheduled for January 22, 6:00pm at COH, Platt 2 conference</p>	<p>Make local arrangements for the meeting, including dinner.</p>	<p>Susan</p>

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	<p>room.</p> <p>Five CSULA faculty participants have been identified and S. Kane will invite participation from COH faculty who would have the best overlapping research interests with the CSULA faculty.</p>	<p>Invite COH participants and confirm their attendance.</p> <p>Confirm attendance of CSULA faculty.</p>	<p>Susan</p> <p>Jamil</p>
3. Website	J. Momand has engaged a web developer, who will work with existing written materials to design the first pass at a web page. Additional content will be needed.	Work with web developer on content and style.	Jamil, with input from Susan
4. Interface with NIH	We have been in contact with Belinda Locke at NIH. The latest plan is to have her visit CSULA and also learn more about COH on April 19 or 20 following the annual meeting of the AACR to be held in LA. Both PIs will work with her to develop an appropriate agenda and list of participants for the visit.	Work with Ms. Locke on the site visit.	Jamil and Susan
5. Administrative issues	<p>In thinking about a mechanism for budget transfers between CSULA and COH, E. Kachmarsky at CSULA has recommended a subcontract approach. He will contact S. Kane for further discussion of this.</p> <p>Need to start developing processes and written materials for submission of pilot project proposals and eventual IRB approval of all projects (for the Research component).</p> <p>Need to start developing processes and written materials for students to apply to the Training program.</p>	<p>Continue working with sponsored research offices to discuss options and decide on best approach for budget flexibility.</p> <p>Develop checklist and forms for pilot project investigators to use.</p> <p>Develop applications and process for students to apply to the Training program.</p>	<p>Jamil and Susan</p> <p>Susan, with input from Jamil</p> <p>Jamil, with input from Susan</p>
Next Meeting: January 25, 2007 (teleconference)			

Timeline:

Jan. 9	HHS Chairs meeting
Jan. 22	Training faculty meet at COH
Feb. 6	COH research leaders present research interests/ideas to CSULA faculty (at CSULA)
Feb. 22-Mar 2	CSULA faculty come to COH for ongoing research discussions