

**CSULA-COH Collaborative Meeting Minutes
Principal Investigators' Meeting
Monday, May 14, 2007
12:00 – 1:00 p.m.
Teleconference**

Present: J. Momand, S. Kane

Topic	Major Points	Action Needed	Responsible Party
1. Website	No new developments.	None at this time.	
2. Cancer Research Program	The RFA and cover memo have been sent out to CSULA and COH faculty. No activity has been detected as yet so we may need to send out follow-up e-mails and phone calls to make sure that faculty are contacting each other and find out if any assistance is needed. Discussed the possibility of having Susan meet with the CSULA members of the IAC to see what else could be done to facilitate faculty engagement.	Follow up with faculty to determine interest and needs.	Jamil & Susan
3. Cancer Training Program	Susan had drafted an application form modeled on a similar one from the MORE programs. Several modifications were discussed: <ul style="list-style-type: none"> • Remove reference to citizenship if this is not a requirement of the program • Remove reference to medical/dental school as a career goal • Remove requirement for separate cv/resume • Use student ID# instead of SSN as an identifier • Remove the table of relevant coursework (use transcripts instead) • Reference minimum GPA of 2.8 (undergraduate courses) as the requirement for participation • Make up a faculty recommendation form • Make up a cover sheet and instructions to be posted along with the application 	Revise the student application form; post and distribute.	Jamil

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	<p>Changes will be made by Jamil and then the application will be posted on the Collaborative website and circulated among faculty in relevant departments so they can think about students who could be recruited into the program.</p> <p>Discussed setting a deadline of July 31 for submission of applications, with interviews to be conducted in August.</p>		
4. Distinguished Speaker Series	Need follow up and confirmation of the date with Nancy Krieger.	Contact Nancy Krieger to confirm February 7 speaking engagement.	Jamil
5. Interface with NIH	<p>Jamil has communicated with Barbara Fisher and CSULA has finally been approved for full funding in the out years.</p> <p>Both institutions will need to request carry-forward of unexpended funds from year 1 to year 2 and we need to clarify the budget periods and progress report due dates for the two institutions. At the moment, we are out of synch in the budget periods and the exact due date of the progress report is unclear.</p>	Contact Barbara Fisher about the progress report due dates and requesting synchronization of the budget periods for the two institutions. Find out about the process for requesting carry-forward of funds.	Jamil
Next Meeting: May 31, 2007			