

**CSULA-COH Collaborative Meeting Minutes
Principal Investigators' Meeting
Monday, May 31, 2007
11:00 a.m. – 12:00 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	Faculty are starting to engage in discussions to develop pilot project ideas. K. Ashing-Giwa is convening one group; there may be others as well. Some questions have arisen about the size of the projects (whether it would be OK to link two pilot projects or submit a budget proposal for more than \$50K). Jamil will be meeting with CSULA nursing faculty to clarify some of these issues. Jamil and Susan agreed that the desire is to leave as much discretion/flexibility to the project participants as possible, as long as at least one faculty member from each institution and a CSULA student are included on the projects.	Meet with nursing faculty to clarify their questions/concerns and determine if there are any outstanding barriers to moving forward at this time.	Jamil, with follow-up discussion with Susan
3. Cancer Training Program	Laboratory faculty need to be pressed to complete their student project ideas. Still need projects from Drs. Xu, Singh, LaPolt, and Gomez at CSULA. Need to identify the best COH collaborators for these individuals and help them make connections.	Review CSULA faculty interests and recommend COH collaborators who could work with them. Provide Jamil with contact information for COH researchers. Contact CSULA faculty who still need to submit project ideas and encourage them to work with the faculty suggested by Susan.	Susan Susan Jamil

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4. Distinguished Speaker Series	Nancy Krieger has confirmed for February 7, 2008.	None at this time.	
5. Interface with NIH	<p>Belinda Locke had requested names of possible participants in a minority disparities summit in July. These have been submitted.</p> <p>Jamil has spoken with Barbara Fisher to clarify the progress report due date (July 1 for both institutions) and project periods (COH needs to align with the CSULA start date of 09/01 on a going-forward basis). Carry-forward of unobligated balance should not be a problem but it needs to be specifically requested and justified in the progress report. A plan for "catching up" in expenditures also needs to be provided.</p>	<p>Make sure COH sponsored research understands the need to align start date to 09/01.</p> <p>Work on progress report.</p>	<p>Susan</p> <p>Jamil & Susan</p>
Next Meeting: June 14, 2007			