

**CSULA-COH Collaborative Meeting Minutes
Principal Investigators' Meeting
Thursday, August 16, 2007
12:00 p.m. – 1:00 p.m.
Teleconference**

Present: J. Momand, S. Kane

Topic	Major Points	Action Needed	Responsible Party
1. Website	No new developments.	None.	
2. Cancer Research Program	Need to send e-mail acceptances to funded investigators. A paragraph will be added to the letter to encourage the inclusion of the students in all aspects of the project, including data analysis. Will also request one contact be identified for all future communication. Susan and Jamil decided that non-personnel expenditures will be split 50:50 between the City of Hope and Cal State University, Los Angeles.	Draft and send notification e-mails. Draft final budgets based on submitted applications and 50:50 split.	Susan Susan for COH Jamil for CSULA
3. Cancer Training Program	Susan and Jamil decided that \$3k will go to each of the City of Hope Mentors on the training collaborations.		
4. Distinguished Speaker	No new developments.	None at this time.	
5. Program Administration	Susan and Jamil will explore the correct method of transferring expenses between the two institutions.	Follow up with Belinda at upcoming Funded Investigators conference	Jamil & Susan
6. Interface with NIH	No new developments.	None at this time.	
Next Meeting: August 30, 2007			