

**Minutes**  
Executive Subcommittee of the  
Medical Education and Research Committee (MERC)  
March 3, 2008 at 5:00pm – Room 4141 HSLC

Members Present: Bill Busse, Paul DeLuca (chair), Norm Drinkwater, Susan Goelzer, Jeff Grossman, Cindy Haq, Pat Remington, George Wilding

Staff: Tracy Cabot, Ken Mount, Tonya Mathison, Eileen Smith

The meeting was called to order at 5:10pm.

**1. Approval of January 31, 2008 minutes**

Wilding moved approval of the draft January 31, 2008 minutes. Remington seconded and the motion passed unanimously.

**2. Announcements**

Smith reported that each of the three Strategic Plan Subcommittees – Research, Education, and Service/Outreach – has developed an overview of recommendations for consideration by the full committee. The Subcommittees will present their recommendations at the March 25 MERC meeting.

Smith reported that the UW Survey Center is currently conducting personal interviews of approximately 50 stakeholders as part of the evaluation of the Wisconsin Partnership Program. The Survey Center will compile a qualitative interpretation of the responses.

**3. Discuss proposal for “Recruitment of Middle-Aged African-Americans for Studies of Preclinical Alzheimer’s Disease: Development of a Minority Recruitment Model in Milwaukee”**

Mark Sager, MD, presented an overview of “Recruitment of Middle-Aged African-Americans for Studies of Preclinical Alzheimer’s disease: Development of a Minority Recruitment Model in Milwaukee”. Sager requested \$1.3M over five-years for the development of a minority recruitment initiative in Milwaukee aimed at expanding recruitment and baseline testing for the Wisconsin Registry for Alzheimer’s Prevention (WRAP) to include African-Americans and at developing a model of minority recruitment that can be used by other researchers in the SMPH. Other sources of funding for this proposal include the Helen Bader Foundation. The subcommittee raised questions regarding the potential role of CUPH as well as ICTR in this proposal.

There was general agreement by the Subcommittee of a significant need within the School of Medicine and Public Health (SMPH) to develop a shared service minority recruitment core in order to ensure adequate minority participation in future research protocols, as well as existing funded programs, such as SHOW and WiNHR. A recommendation was made to discuss a minority recruitment model at a future MERC meeting. Further discussion of Sager’s proposal will occur within that context.

#### **4. Discuss policy on review of no cost extensions**

Mount presented an overview of the policy on no cost extensions which allows grantees to request a one-time extension of the end date of the grant of up to twelve months if additional time beyond the established end date is required to complete the original scope of work. No cost extension requests less than 25% of the total award will be handled administratively; those requests over 25% will be discussed by the Executive Subcommittee with a recommendation reported to the full MERC. After removing a statement on requests for extensions beyond twelve months, the Subcommittee unanimously recommended MERC's approval of the policy.

#### **5. Discuss administrative issues:**

##### WiNHR request for a no cost extension

Howard Bailey, MD, submitted a request for a no cost extension for WiNHR of \$332,810 for the period 11/1/07 to 2/28/09. Unspent funds related to staffing, labs and data collection resulted due to delays in IRB approval and implementation of studies. Bailey anticipates having all the studies approved and accruing patients before July 1, 2008.

The Executive Subcommittee unanimously recommended that MERC approve Bailey's request. Wilding added that Bailey has successfully overcome many challenges in implementing WiNHR.

##### "Development of a Centralized UWCCC Biobank" request for a budget revision

Catherine Leith, MB, BChir, submitted a request to revise the year 2 budget for the BioBank by removing estimated revenue of \$45,630, which is highly speculative. Such a change would result in increasing the amount of the award. The Subcommittee was unenthusiastic about the request. It was deemed premature for an award that has not yet been implemented to request a budget change. The subcommittee decided not to ask MERC for approval.

#### **6. Discuss 2007-08 Collaborative Health Sciences Program (CHSP) preliminary grant applications and results of content review by CHSP Review Subcommittee**

DeLuca reported that the Review Subcommittee met this morning to discuss the 48 preliminary grant applications submitted in the current cycle of the Collaborative Health Sciences Program. After considering the list of 21 applicants that the Review Subcommittee recommended inviting to submit full grant applications, the Executive Subcommittee unanimously supported the recommendation. MERC will make a final decision on March 10.

#### **7. Discuss changes to the 2008 New Investigator Program Request for Proposals**

Based on an analysis of the four New Investigator Program RfPs, DeLuca recommended revising the introduction and the review criteria to better highlight MERC's aim of ensuring a balanced portfolio. Drinkwater recommended an editorial change in the third paragraph of the introduction: "MERC is seeking creative research and education proposals that span the

spectrum of basic science, clinical science, **or** population health sciences.” MERC will consider changes to the RfP in March.

#### **8. Discuss interim progress reports:**

In order to facilitate the review of the non-competitive grants, for future reviews staff will distribute copies of the approved grant applications - including the detailed budgets - to the two assigned Executive Subcommittee members.

##### Center for Urban Population Health Public Health Development Plan

Goelzer and Remington gave an overview of the interim progress report for Ron Cisler’s, PhD, grant for the “Center for Urban Population Health Public Health Development Plan”. The Subcommittee noted reasonable progress in each of the project’s four aims. There will be a presentation by Ron Cisler of the highlights of the report at the MERC meeting.

##### Institute for Clinical and Translational Research

The Subcommittee requested that Marc Drenzer’s, MD, presentation on the interim progress of the “Institute for Clinical and Translational Research (ICTR)” be delayed until April, if possible. Remington requested that future progress reports focus on ICTR’s MERC-funded initiatives.

DeLuca adjourned the meeting at 6:40pm.

Recorder, Tonya Mathison