

Minutes  
Executive Subcommittee of the  
Medical Education and Research Committee  
Thursday, November 11, 2004 11:00 a.m., Room 4141 HSLC

Present: Paul DeLuca, Jeff Glassroth, Javier Nieto

Absent: Lynn Allen-Hoffman, Jeff Grossman, Rick Moss

Guests: George Wilding

Staff: Tracy Cabot, Tonya Paulson, Eileen Smith

1. Paul DeLuca called the meeting to order at 11:15 a.m. and provided a brief summary of the decisions reached at the October 28, 2004 MERC meeting, including:
  - a. Approval of MERC Decision Matrix. Javier Nieto suggested “Education and Training” rather than “Distance Education.”
  - b. Approval of planning grants for Survey of the Health of Wisconsin (SHOW), Clinical Trials Network, and Center for Disease Proteomics.
  - c. Approval of Innovations in Education Initiatives.
2. Paul DeLuca reviewed the Memoranda of Understanding (MOUs) for SHOW, Clinical Trials Network, Center for Disease Proteomics, and Innovations in Education. The “Scope of Work” reflects the content of each proposal and includes recommendations for an RfP process.

While the MOU for Education is similar to the Planning Grant MOUs, it also includes a detailed section on “Intellectual Property and Third Party Agreements.” Discussion followed regarding the Education MOU:

- a. Amount of Award:
    - i. The amount of the award is up to \$1,075,000 per year for three years...
    - ii. Up to 10% of the award may be carried over each year, but any additional amounts require approval
  - b. Rebudgeting: Must be lesser of 10% of the budget or \$25,000
  - c. Restate third bullet under “Scope of Work” as “Statewide healthcare distance education to allow more community providers, patients, and Wisconsin residents to participate in health education programs as well as provide interdisciplinary education for health professions students.”
3. Paul DeLuca has requested Lynn Allen-Hoffman and Norm Drinkwater to develop an RfP process which builds on the success of the Howard Hughes program. Tracy Cabot briefly described Howard Hughes as a program that offered two types of supplemental funding for Medical School faculty: new faculty start-up and pilot. Jeff Glassroth suggested using the MERC Decision Matrix for development of the RfP. Members discussed the potential review process for RfPs. Jeff Glassroth suggested a two-tier process where RfPs would initially be reviewed by the Medical School

Research Committee followed by final approval by the MERC. Paul DeLuca recommended that two MERC members be placed on the Medical School Research Committee during review of RfPs. Jeff Glassroth suggested contacting the Chair of the Medical School Research Committee to discuss the committee's potential role.

Paul DeLuca suggested that the dollar value of the RfP be in the range of \$75,000-100,000. Consideration could be given to using the Strategic Allocation Fund as well as MERC funds.

Tracy Cabot will develop the RfP and send it to the MERC Focus Leaders for their review.

4. DeLuca nominated Jeff Grossman as Vice Chair. If the Chair is absent, the Vice Chair will possess all of the Chair's responsibilities. The focus leaders supported this nomination for presentation to MERC.
5. Tonya Paulson distributed the MERC Meeting Schedule for January through June, 2005.
6. Tonya Paulson will contact the MERC focus leaders to schedule monthly Executive Subcommittee meetings for January through June, 2005.

The meeting was adjourned at 12:00 p.m.