

Minutes
Executive Subcommittee of the
Medical Education and Research Committee
December 9, 2004 at 3:00pm in Room 4141 HSLC

Present: Paul DeLuca, Lynn Allen-Hoffmann, Rick Moss, Jeff Grossman, Javier Nieto

Absent: Jeff Glassroth

Guests: George Wilding

Staff: Tracy Cabot, Tonya Paulson, Eileen Smith

1. DeLuca introduced discussion of the RfP process which was revised based on feedback at the November 17, 2004 MERC meeting. Members agreed to the following changes:

Introduction

- a. Remove statement that there are no restrictions on the number of awards per department.
- b. Remove statement regarding \$1M per year being available for RfPs.
- c. There will be two funding cycles per year with up to 5 awards each cycle for a maximum of up to ten awards.
- d. Clinical departments must provide evidence of compensated protected time for the project and all departments must demonstrate support, such as facilities or other appropriate resources. This must be included in Chair's nomination letter.
- e. Project description can be up to 5 pages.

Program Goals

- a. Rename review subcommittee to *Application Review Subcommittee*.
- b. Review subcommittee considerations should include: durability beyond the life of the grant and leveraging through matching contributions.

Review Process

- a. The six non-MERC members of the review subcommittee should have expertise complementary to those nominated by the MSRC.
- b. Review subcommittee will provide MERC a ranked list of up to 15 proposals along with a concise, constructive written critique of each proposal.
- c. MERC should have access to all proposals.
- d. Primary and secondary reviewer for each proposal.

Review Criteria

- a. Remove statement encouraging reviewers to contact applicants.
- b. Criteria should be affirmative statements rather than questions.
- c. Engaging Wisconsin communities.
- d. Reduce redundancy of criteria.
- e. Add criterion regarding applicant's career advancement.

Questions to be discussed with MERC:

- a. There will be RfP opportunities for senior faculty.
 - b. Comments will be provided to applicants. Applicant responses to comments will be discouraged and will not be accepted.
 - c. Unsuccessful applicants will be allowed to reapply.
 - d. Unfunded proposals are considered confidential while funded proposals are considered public documents. Recommend that applicants sign an agreement acknowledging that their proposal is a public record if funded.
2. Members reviewed and approved the draft agenda for the December 16, 2004 MERC meeting. They also endorsed the revised RfP for presentation to MERC.
 3. DeLuca asked members to consider future discussion topics for the MERC. Moss will recommend discussion of a regenerative medicine program. Grossman recommends a discussion of health services research.

The meeting was adjourned at 4:30pm.

Recorder
Tonya Paulson