



## Commonwealth Health Research Board Meeting Minutes for April 7, 2016

### Members in Attendance:

Cynda A. Johnson, M.D., M.B.A., Chair  
L. Matthew Frank, M.D., Vice Chair  
Kenji M. Cunnion, M.D., M.P.H.  
Robert W. Downs, M.D.  
Julia A. Spicer

### Members Absent:

John R. Onufer, M.D.

### Others in Attendance:

Anne C. Pace, M.P.A.  
James F. O'Donnell, Ph.D.  
Carlos Caban, Ph.D., M.P.H.  
Merrill Mitler, Ph.D.,  
Dan Whitlock, CFA, CAIA

Olga Zozulya  
Carla R. Collins

Patricia Thompson

Administrator  
Scientific Consultant  
Scientific Consultant [via teleconference]  
Scientific Consultant  
Director of Global Equity, Virginia Retirement  
System  
Investment Officer, Virginia Retirement System  
Assistant Attorney General III, Office of the  
Attorney General  
Department of Accounts, Information Technology

### Call to Order:

Chair Cynda A. Johnson, M.D. called the meeting to order at 10:02 a.m. The meeting was held at the Wilton Center, University of Richmond, Richmond, Virginia 23173. A quorum was present for the transaction of business throughout the meeting. Chair Cynda A. Johnson, M.D., M.B.A., introduced the newest member of the Commonwealth Health Research Board, Julia Spicer and the newest scientific reviewer, Dr. Merrill Mitler. Ms. Spicer and Dr. Mitler provided a brief overview of their current and past work history. Administrator Pace introduced Patricia “Trish” Thompson from the Department of Accounts’ Information Technology section. Ms. Thompson was instrumental in developing the Grant Application Management Electronic [GAME] System for the CHRB.

### Approval of Minutes:

Dr. Downs moved to approve the minutes of the December 10, 2015 meeting. Dr. Frank seconded the motion. The motion was voted upon and passed unanimously.



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## Virginia Retirement System (VRS) Financial Reports:

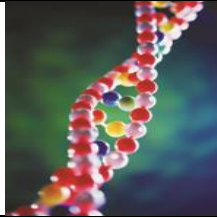
Dan Whitlock, CFA, DAIA, Director of Global Equity for the Virginia Retirement System (VRS) reviewed the following information with the Board:

1. Commonwealth Health Research Fund Activity through December 31, 2015 which reflects the December 31, 2015 CHRF balance at \$34,052,161.12.
2. Performance Summary Rolling Periods as of December 31, 2015 which reflects Total VRS Fund Performance for various periods ranging from 1 year to 10 years.
3. VRS Asset Allocation as of December 31, 2015 for the Total VRS Fund: \$66.2 billion.

Mr. Whitlock provided the following quarterly updates to the Board:

Asset Base at the end of the quarter was \$34 million dollars	The CHRF quarter's return and VRS return match (excluding the grants and expenses)
VRS Performance	Reasonable absolute returns for 3 and 5 years, less so on shorter time periods where market has become more volatile. Strong relative performance across board – beating benchmark.
Asset Allocation – Diversified portfolio:	42.2% Public Equities 17.9% Fixed Income 17.7% Credit 12.8% Real Assets 7.7% Private Equity 1.1% Strategic Opportunities 0.6% Cash
Economic Update – mid to late cycle on who you ask	GDP positive, at long term averages Real GDP was +2.0% YoY through December (20 year average is 2.6%, 50 year average is 3.1%) Unemployment is at 5.0% through March, much lower than the 9.9% peak in 12/09, and also lower than the 50 year average of 6.1% Inflation: CPI is at 1.0% YoY as of February, below long term averages at 2.5%
Market Update – was an equity bull market overall with lower volatility over the last 3 – 5 years, but the market has begun to get much more volatile.	Market is close to new highs today, but with 10% drawdowns in late 2015, early 2016. U.S. Market is trading at 19x trailing earnings. Getting a bit rich for some – long term expectations of pricing around 15, 16x. Volatility has obviously picked up. Concerns about Fed interest rate hikes impacting risk tolerance. Earnings pause in the market in 2015. Hot and cold emerging market sentiment.

Mr. Whitlock mentioned that the VRS is undertaking an Asset Allocation Study and progress updates will be forthcoming.



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## CHRB Financial Reports:

### CHRB Revenue and Cash Balance as of February 29, 2016

Administrator Pace provided that the cash balance for CHRB administrative and grant budgets amounted to \$201,251.19 as of February 29, 2016.

### Approved FY 2015/2016 CHRB Administrative and Grants Expenses [through February 29, 2016 which represents 8 months of the fiscal year]

Administrator Pace provided the Board with FY 2015/2016 year-to-date [YTD] administrative and grant expenses through February 29, 2016: [Per the CARDINAL System, the Commonwealth's new financial system which replaced the Commonwealth Accounting and Reporting System (CARS) effective January 1, 2016.]

FY 2015/2016	APPROVED FY 2015/2016 Administrative Budget	YTD 2014/2015 Expenses [as of February 29, 2016 or 8 months of the FY]	Expenses YTD as a % of Budget	Special Notes:
Total Administrative	\$ 197,921.97	\$ 129,556.98	65%	Greatest expenditures are for salaries, management and attorney services
Total Grant Disbursements	\$ 1,213,983.00	\$ 1,131,267.60	93%	Majority of funds disbursed in July 2015 for initial grant payments



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## Grant Funding Available for FY 2016/2017 CHRB Grant Awards

Administrator Pace provided updates regarding grant funding available for 2016 Grant Awards. Various funding scenarios ranging from 3.5% up to 6.0% were provided. VRS Administrative Expenses, CHRB Administrative Expenses and outstanding CHRB Grant Obligations will be subtracted from the grant funding available to provide the amount of CHRB funds available for new FY 2016/2017 grants.

### Funds available for 2016 Grant Awards

Calendar Year		Market Value as of 12/31/xx
January 31 - December 31, 2010	Year 1	\$28,320,007.00
January 31 - December 31, 2011	Year 2	\$27,511,097.32
January 31 - December 31, 2012	Year 3	\$29,885,251.45
January 31 - December 31, 2013	Year 4	\$33,153,077.91
January 31 - December 31, 2014	Year 5	\$34,600,580.37
	Total [rounded]	\$153,470,014.05
	Average Market Value [rounded]	\$30,694,002.81

Five-year average market value amount of \$30,694,002.81 is based upon figures provided by the Virginia Retirement System. This amount is the average market value of the previous five calendar years.

Available Grant Funding and Funding Scenarios	Average Market Value of 4%	Average Market Value of 4.50%	Average Market Value of 5%	Average Market Value of 5.50%	Average Market Value of 6%
Average Market Value = \$30,694,002.81	\$30,694,003	\$30,694,003	\$30,694,003	\$30,694,003	\$30,694,003
Available Grant Funding based upon average market value	\$1,227,760	\$1,381,230	\$1,534,700	\$1,688,170	\$1,841,640
Less <b>estimated</b> VRS administrative expenses	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
Less <b>Approved</b> CHRB Administrative Budget	\$217,329	\$217,329	\$217,329	\$217,329	\$217,329
Grant funding available less VRS & CHRB administrative expenses	\$1,007,832	\$1,161,302	\$1,314,772	\$1,468,242	\$1,621,712
Grant funding available less outstanding grant expenses to be paid in FY 2016/2017	\$661,580	\$661,580	\$661,580	\$661,580	\$661,580
Grant funding available to award FY 2015/2016	\$346,252	\$499,722	\$653,192	\$806,662	\$960,132

Grant funding to be paid in FY 2016/2017 = FY 2014/2015 final grant payments of \$137,500 and FY 2015/2016 final first year and initial second year payments of \$524,080 for a total of \$661,580.



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### **CLOSED SESSION: Personnel and Budget Discussion**

Chair Cynda A. Johnson, M.D. moved that the Board go into closed session pursuant to Virginia Code § 2.2-3711 (A)(7) and 2.2-3711 (A)(1) for the purpose of consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Board, and consultation with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice by such counsel regarding a personnel matter pursuant to Virginia Code § 2.2-3711(A)(1).

The motion was seconded by Dr. Frank. The motion was voted upon and passed unanimously.

Dr. Johnson moved that the Board reconvene in open session. Dr. Cunnion seconded the motion. The motion was voted upon and passed unanimously. The Board adopted the following resolution by roll call vote.

#### CERTIFICATION

WHEREAS, the Commonwealth Health Research Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the *Code of Virginia* requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Commonwealth Health Research Board certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

A roll call vote of members present was taken. Each approved this certification.

[1] Dr. Johnson moved that the Board approve the proposed FY 2016/2017 CHRB Administrative Budget in the amount of \$217,328.54. The motion was seconded by Dr. Downs. The motion was voted upon and passed unanimously. The approved CHRB Administrative Budget includes \$19,370.37 for fiscal services provided by the Department of Accounts [DOA] to the Board. A breakdown of the DOA fiscal fee is provided in Attachment A. The contents of Attachment A are incorporated here by reference as if fully set forth here. The approved CHRB Administrative Budget also includes \$8,000 for legal services provided to the Board by the



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Office of the Attorney General [OAG]. The Memorandum of Agreement between the CHRB and the OAG was presented, reviewed, discussed and approved by the Board.

[2] The approved CHRB Administrative Budget includes a 3.0% salary increase and corresponding fringe benefits for the Administrator, Anne Pace. The Board delegated authority to Chair Cynda A. Johnson, M.D. and authorized her to complete a performance review of the CHRB Administrator and to develop any contracts or contract amendments necessary to establish the scope of work, compensation, and terms and conditions governing the Administrator.

[3] The approved CHRB Administrative Budget also includes funding for a third scientific consultant. The Board delegated authority to Administrator Pace and Assistant Attorney General Collins to develop any contracts or contract amendments necessary to establish the scope of work, compensation, and terms and conditions governing the scientific consultants as independent contractors of the CHRB. The contracts for the scientific consultants will include a confidentiality clause and a conflict of interest clause.

[4] The Board discussed a Special Projects Initiative in the area of Neurosciences. No action was taken by the Board regarding this initiative at this time.

### **CLOSED SESSION: FY 2016/2017 CHRB Grant Process**

#### **Step Two: Discussion of Full Proposals recommended for a presentation to the Board**

Chair Cynda A. Johnson, M.D. moved that the Board go into closed session in accordance with the provisions of Sections 2.2-3711 (A)(7), 2.2-3711(A)(30), and 2.2-3705.6 (17) of the Code of Virginia, for the purpose of

Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Board, and consultation with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice by such counsel regarding :

records submitted as a grant or loan application, or accompanying a grant or loan application .....to the extent such records contain proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, if the disclosure of such information would be harmful to the competitive position of the applicant. Virginia Code § 2.2-3705.6 (17).





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Dr. Spicer seconded the Motion, and it passed unanimously. Chair Cynda A. Johnson, M.D. moved that the Board reconvene in open session. Dr. Frank seconded the motion. The motion was voted upon and passed unanimously. The Board adopted the following resolution by roll call vote.

### **CERTIFICATION**

Chair Cynda A. Johnson, M.D. moved the adoption of the following resolution:

**WHEREAS**, the Commonwealth Health Research Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED**, that the Commonwealth Health Research Board certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

A roll call vote of members present was taken. Each approved this certification.

The following motions were made after the Closed Session, voted upon and passed unanimously:

[1] Dr. Downs moved that Nine Full Proposals will be presented to the CHRB on May 12, 2016; which was seconded by Dr. Frank. For the record, it is noted that Dr. Cunnion recused himself from voting upon one of the proposals to avoid even the mere appearance of impropriety. Administrator Pace will contact those nine Principal Investigators requesting that each make a presentation to the Board. Administrator Pace will also provide reviewer comments to those Principal Investigators from whom Full Proposal submissions will not be requested.

[2] The Board unanimously approved a motion by Dr. Cunnion, which was seconded by Dr. Downs, for the following five Principal Investigators to receive second-year funding to continue their CHRB grant award initially funded in FY 2015/2016. Administrator Pace will contact the following Principal Investigators regarding the outcome of the Board's decisions:



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Institution/ Organization	Principal Investigator	Grant Title
Old Dominion University	Robert Bruno, Ph.D.	<i>Chimeric mammary models for elucidating microenvironment contributions to tumor suppression and promotion</i>
Virginia Polytechnic & State University	Alan Ealy, Ph.D.	<i>Fetal Outcomes from Maternal Obesity Around the Time of Conception</i>
James Madison University	Raymond Enke, Ph.D.	<i>Molecular and bioinformatics analysis of epigenetic gene regulation in the normal and diseased retina: Characterizing pathways for diagnosing and treating macular degeneration</i>
Virginia Commonwealth University	Dong Sun, M.D., Ph.D.	<i>Targeting NLRP3 inflammasome to treat traumatic brain injury with a novel pharmacological inhibitor</i>
Eastern Virginia Medical School	David Taylor-Fishwick, Ph.D.	<i>New Drug Target for Diabetes</i>

[3] The Board was given an update on the issue regarding CHRBR Grant Award #274-11-13. The Principal Investigator submitted a letter to the CHRBR to emphasize that “we are committed to full compliance with the guidelines of the CHRBR, whose mission we fully support and would not compromise.” As part of her Ph.D. thesis requirement, the Pre-Doctoral student will propose an outline of new experiments including their rationale and expected results, which require the approval of her thesis Committee members. The Board discussed the issue and by motion made by Dr. Downs and seconded by Dr. Frank, unanimously delegated authority to Administrator Pace to prepare a letter of response to the Principal Investigator to accept the Principal Investigator’s rebuttal and as such confirm that there is no conflict with existing CHRBR policy. The letter will also reiterate that CHRBR policies reflect the expectation that dissertations are to be based on original research by the Pre-Doctoral student that would be significantly different from the research conducted as a research assistant under a CHRBR grant. As such, the CHRBR project, including findings and data from it, cannot be used in the student’s thesis or dissertation research.

### CHRBR Grant Related Documents

Administrator Pace reviewed the following proposed grant related documents with the Board with a focus on significant changes. By motion made by Dr. Downs and seconded by Dr. Frank, the Board unanimously approved the CHRBR Grant Guidelines and Application Instructions, the CHRBR Policies and Procedures, and the CHRBR Grant Agreement. The Board will vote on the approval of the CHRBR Bylaws at the May 12, 2016 meeting.





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### **CHRB Grant Guidelines and Application Instructions FY 2017/2017 [effective July 1, 2016]**

**[1] Added language:** <sup>1</sup> It is anticipated that, pursuant to HB 209, all of the provisions in the Code of Virginia that govern the CHRB will be re-codified, effective October 1, 2016. Because the CHRB Policies and Procedures were approved by the Board prior to the April 10, 2016 deadline for the Governor's action on the legislation, however, the original references have been retained in this document. The reader and all grant applicants are hereby put on notice that all provisions, as re-codified, should the anticipated recodification become effective as of October 1, 2016, shall govern. Any reader or grant applicant may contact the CHRB's Administrator for the statutory references, as re-codified, after October 1, 2016. The CHRB shall also post this information on its website: [www.chrb.org](http://www.chrb.org).

**[2] Updated language for:** Mode of grant submission, how to submit a Concept Paper and/or Full Proposal and confirmation of submission.

**[3] Added #10 to the Attachments required with submission:** Federally Negotiated Rate Agreement which documents current indirect cost or Finance and Administrative [F&A] rate [if applicable]

**[4] Added language: 7. Disclosure of Conflict of Interest**

The Principal Investigator (PI) and other professional participants must disclose to the CHRB any conflict, or potential conflict, of interest issues that relate to the CHRB grant application to be considered for CHRB grant funding. These individuals must ensure any conflict or potential conflict of interest issues related to the CHRB grant submission have been reported to, and resolved by, the applicable review committee at the Applicant Institution or Organization. The PI must advise the CHRB in writing of the manner in which the conflict, or potential conflict, of interest was resolved.

**[5] Added language:** Please keep in mind: A **Research Associate** is an individual who usually conducts research under the supervision of a PI and often has a graduate degree such as a master's or doctoral degree. A **Research Assistant** is an individual who assists in academic research, is not independent and not directly responsible for the outcome of the research, and is responsible to the PI.

**[6] Added language:** In narrative format, provide a rationale for each requested item of support. This description should include contributions and percentage of effort of all research team members and anticipated budget information regarding any proposed subcontracts, memorandum of understanding, or affiliation agreements. What are the responsibilities of each project team member?

**[7] Added language:** Grant/Contract funding, dollars and time commitments on research contracts could be important information.

**[8] Added language:** An individual located at and employed by the Applicant Institution assisting with the research project or an individual at a CHRB-eligible institution partnering with the Applicant Institution on the research project. Please note that the Full Proposal must include a copy of each subcontract, memorandum of understanding, or affiliation agreement for Co-Investigators and /or collaborators at CHRB-eligible institutions partnering with the Applicant Institution on the research project. See Attachment 9 on page 20 of this document for more details.

**[9] Added language:** Yes, [1] during off-semester or summer time at up to 100% effort, or



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[2] as part of a research course during the academic year. The research participation may be permitted as part of an undergraduate student's required research activity.

**[10] Added language:** Tuition cannot be paid for with CHRB or matching funds.

**[11] Added language:** Health Insurance can be paid for with CHRB or matching funds

**[12] Added language:** IRB/IACUC related costs or fees cannot be paid for with CHRB or matching funds

**[13] Added language:** Cost of reference books cannot be paid for with CHRB or matching funds

### **CHRB Policies and Procedures [effective July 1, 2016]**

**[1] Added language:** <sup>1</sup> It is anticipated that, pursuant to HB 209, all of the provisions in the Code of Virginia that govern the CHRB will be re-codified, effective October 1, 2016. Because the CHRB Policies and Procedures were approved by the Board prior to the April 10, 2016 deadline for the Governor's action on the legislation, however, the original references have been retained in this document. The reader and all grant applicants are hereby put on notice that all provisions, as re-codified, should the anticipated recodification become effective as of October 1, 2016, shall govern. Any reader or grant applicant may contact the CHRB's Administrator for the statutory references, as re-codified, after October 1, 2016. The CHRB shall also post this information on its website: [www.chrb.org](http://www.chrb.org).

**[2] Added language:** The Department of Accounts serves as the fiscal agent for the Commonwealth Health Research Board through a Memorandum of Understanding. Audits are conducted every two years by the Auditor of Public Accounts.

**[3] Revised language:** Under Subcontracting with other Institutions and Organizations: Keep in mind that a Co-Investigator/Collaborator is defined as an individual located at and employed by the Applicant Institution or Organization who assists ~~assisting~~ with the research project or an individual at a CHRB-eligible institution or organization who partners ~~partnering~~ with the Applicant Institution or Organization on the research project.

**[4] Revised language:** Under Subcontracting with other Institutions and Organizations: Concept Paper: Although the applicant is not required to submit copies of such documents with the Concept Paper, please note that the Concept Paper must disclose the nature of, and anticipated budget information regarding, any proposed subcontract, memorandum of understanding, or affiliation agreement.

**[5] Added language:** Under "Proposed Changes to the CHRB Grant Award"  
Decisions regarding all requests for proposed changes may be made by the CHRB Chair after consultation with the CHRB Administrator and at least one of the scientific consultants. The CHRB Chair's decision shall be final in this instance and shall be communicated to the PI and to the Applicant Institution or Organization in writing within 14 business days [excluding state holidays] of the CHRB Administrator's receipt of the written request for reconsideration.

**[6] Removed** the word "re-budgeting" from narrative

**[7] Added language:** An individual located at and employed by the Applicant Institution assisting with the research project or an individual at a CHRB-eligible institution partnering



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with the Applicant Institution on the research project. Please note that the Full Proposal must include a copy of each subcontract, memorandum of understanding, or affiliation agreement for Co-Investigators and /or collaborators at CHRB-eligible institutions partnering with the Applicant Institution on the research project. See Attachment 9 on page 20 of the Grant Guidelines and Application Instructions for more details.

**[8] Added language:** Yes, [1] during off-semester or summer time at up to 100% effort, or [2] as part of a research course during the academic year. The research participation may be permitted as part of an undergraduate student's required research activity.

**[9] Added language:** Tuition cannot be paid for with CHRB or matching funds.

**[10] Added language:** Health Insurance can be paid for with CHRB or matching funds

**[11] Added language:** IRB/IACUC related costs or fees cannot be paid for with CHRB or matching funds

**[12] Added language:** Cost of reference books cannot be paid for with CHRB or matching funds

**[13] Added language: Under PDF Copies May Be accepted as originals in the circumstances specified:** With the exception of the Grant Agreement, other documents may be executed in one or more counterparts each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

**[14] Added language: Under Project Cancellation or Termination/Revocation of Grant Award or Portion Thereof:** In addition to the discretion to terminate or revoke any portion of, or all, grant funding, the CHRB also has the sole discretion to prohibit any PI or Grantee Institution or Organization that violates or fails to comply with the terms of the Grant Agreement, The Grant Guidelines and Application Instructions, and/or the CHRB Policies and Procedures from applying for CHRB funding in any number of grant application review cycles following the date of discovery of the violation or noncompliance that the CHRB determines to be appropriate. The CHRB shall determine in its sole discretion which of these remedies or any combination thereof, it imposes.

**[15] Added language to definition of Co-Investigator/Collaborator:** An individual located at and employed by the Applicant Institution assisting with the research project or an individual at a CHRB-eligible institution partnering with the Applicant Institution on the research project. Please note that the Full Proposal must include a copy of each subcontract, memorandum of understanding, or affiliation agreement for Co-Investigators and /or collaborators at CHRB-eligible institutions partnering with the Applicant Institution on the research project. See Attachment 9 on page 20 of this document for more details.

**[16] Added clarification to definition of Research Assistant and Research Associate:** A CV will be required for a Research Associate. A CV is not required for a Research Assistant.



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### **CHRB Grant Agreement [effective July 1, 2016]**

**[1] Added language:** <sup>1</sup> It is anticipated that, pursuant to HB 209, all of the provisions in the Code of Virginia that govern the CHRB will be re-codified, effective October 1, 2016. Because the CHRB Policies and Procedures were approved by the Board prior to the April 10, 2016 deadline for the Governor's action on the legislation, however, the original references have been retained in this document. The reader and all grant applicants are hereby put on notice that all provisions, as re-codified, should the anticipated recodification become effective as of October 1, 2016, shall govern. Any reader or grant applicant may contact the CHRB's Administrator for the statutory references, as re-codified, after October 1, 2016. The CHRB shall also post this information on its website: [www.chrb.org](http://www.chrb.org).

**[2] Revised language:** Proposed changes or updates in the research protocol, including providing copies of Institutional Review Board [IRB] and/or Institutional Animal Care and Use Committee [IACUC] protocol approval letters for any proposed changes;

**[3] Removed the word "re-budgeting" from language.** Is the Budget upon which any post- award budget reallocation ~~or re-budgeting~~ requests must be based;

**[4] Revise heading:** ~~Post-Award and~~ CHRB Annual Evaluation Report, Additional Reporting Requirements and Acknowledgement of Support

### **CHRB Bylaws [effective July 1, 2016] [To be voted upon at the May 12, 2016 meeting]**

**[1] Added language:**

<sup>1</sup> It is anticipated that, pursuant to HB 209, all of the provisions in the Code of Virginia that govern the CHRB will be re-codified, effective October 1, 2016. Because the CHRB Policies and Procedures were approved by the Board prior to the April 10, 2016 deadline for the Governor's action on the legislation, however, the original references have been retained in this document. The reader and all grant applicants are hereby put on notice that all provisions, as re-codified, should the anticipated recodification become effective as of October 1, 2016, shall govern. Any reader or grant applicant may contact the CHRB's Administrator for the statutory references, as re-codified, after October 1, 2016. The CHRB shall also post this information on its website: [www.chrb.org](http://www.chrb.org).

**[2] Add language/wording to Titles:**

Section IV: - Board Officers; Method of Election; Delegations of Authority and Duties

Section V – Board Staff and Other Agencies

Section VII: Board Budget

Delete A. Administration/Staff and B. Travel/Per diem

Section VIII –

Selection Criteria/Distribution of Funds

**ADD:** A. Scientific Review Criteria for Grant Applications and B. Distribution of Funds



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**[3] Add language/wording to Titles:** HB 209 Educational Institutions; revising and recodifying laws. The Commonwealth Health Research Board is now Chapter 5.3 beginning with § 32.1-162.23. This is the revised language after the recodification of Title 23. The membership of the Board is specified in ~~§ 23-278-B~~ § 32.1-162.23 B. of the Code of Virginia. The statute provides that the Board shall be composed of seven members, of whom three shall be appointed by the Governor and four shall be appointed by the Joint Rules Committee. All appointments to the Board are subject to confirmation by the General Assembly. Appointments shall be for terms of five years. Appointments to fill vacancies, other than by expiration of a term, shall be for the unexpired terms. Vacancies shall be filled in the same manner as the original appointments. No member shall serve more than two consecutive five-year terms; however, a member appointed to serve an unexpired term is eligible to serve two additional consecutive five-year terms immediately succeeding such unexpired term.

B. Under Subsection, C. Members of the Board shall have substantial experience or expertise, personal or professional, in at least one of the following areas: medicine, medical or scientific research, public policy, government, business, or education. No member shall be an incumbent elected official, state official, state employee, or member of the governing board of a state agency or institution. Members of the Board need not be residents of the Commonwealth.

**[4] Added language to Authority delegated to the Chair:** The authority to grant or deny a full scientific review of a Concept Paper or Full Proposal submission;

**[5] Added or revised language to Board Staff:** [Updates to CHRB Administrator responsibilities]

Updating CHRB Grant related documents to include: CHRB's Grant Guidelines and Application Instructions, CHRB Policies and Procedures, CHRB Bylaws and the Grant Agreement;

Providing feedback, as a courtesy, at each step of the grants process, to Applicant Institutions or Organizations and Principal Investigators;

Providing feedback, as a courtesy, to Applicant Institutions or Organizations and Principal Investigators that are not awarded CHRB grants;

Creating and maintaining personalized multi-year spreadsheets to track grant disbursements and expenses, and due dates for interim and final scientific and fiscal reports;

Ensuring that the CHRB website is current and accurate;

Ensuring the accuracy of information contained in the CHRB's Grant Application and Management Electronic System [GAMES];

Proposing improvements and enhancements for a more efficient and effective process for administering, monitoring and evaluation CHRB Grant Awards;





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### **Other Business to come before the Board:**

**Election of Officers:** Dr. Frank nominated Dr. Johnson as CHRB Chairman. Dr. Downs moved that the current slate of officers (Chairman Cynda A. Johnson, M.D., M.B.A. and Vice Chairman L. Matthew Frank, M.D.) be nominated for reelection to their respective positions. Nominations closed without objection. The Board unanimously approved the election of CHRB officers for FY 2016/2017: Cynda A. Johnson, M.D., M.B.A. was reelected as CHRB Chairman and L. Matthew Frank, M.D. was reelected as CHRB Vice Chairman.

**GAME System [Grant Application Management Electronic System]:** Administrator Pace provided an update to the Board: The GAME System is an automated tracking system for CHRB grant applications: Concept Papers and Full Proposals. Several years ago, we transitioned from paper submissions to electronic submissions. All electronic submissions are secure with unique user names and passwords that change with each grant process. New for the 2016/2017 grant process is the capability for members to view electronic submissions and attachments via a unique user ID and password. Grant applications are posted a day or two after submission. Technical and Scientific summary reviews are uploaded once completed. Coming soon will be the ability to view interim and final progress reports on the GAME System. Many thanks to Patricia “Trish” Thompson at the Department of Accounts Information Technology area for developing the GAME System and continuing to provide enhancements based upon the needs of the Board.

### **HB 209 Recodification of Title 23: Educational Institutions:**

HB 209 passed the General Assembly and was signed by Governor McAuliffe on April 10, 2016. The bill is a recommendation of the Virginia Code Commission and has a delayed effective date of October 1, 2016. The Commonwealth Health Research Board and Fund and the Christopher Reeve Stem Cell Research Fund is now located under Chapter 5.3 within Title 32.1. Passage of this legislation groups these provisions with others concerning health-related law and locates it right after provisions concerning human research and cloning. This seems to be an appropriate placement since the CHRB funds human health research and is responsible for the Christopher Reeve Fund, as well. This legislation also clarifies CHRB Board terms to allow a member who is appointed to serve an unexpired term, to serve **2 additional** 5-year terms subsequent to the expiration of the term for which he or she originally was appointed.

**HB 308 Virginia Freedom of Information Act; use of government email accounts required:** HB 308 was not passed by the General Assembly and was left in in the Committee on General Laws. This legislation requires that any person elected, reelected, appointed or reappointed to any public body not excepted from FOIA must use only official government-provided email accounts to conduct public business.





## Commonwealth Health Research Board Meeting Minutes for April 7, 2016

**CHRB Audit by the Auditor of Public Accounts [APA]:** On March 14, 2016, Administrator Pace met with Reann B. Chiappinelli and LaToya D. Jordan from the Auditor of Public Accounts to discuss the upcoming CHRB Audit. The time frame to complete the CHRB Audit is planned for March 2016 through May 2016. This Audit will focus on FY 2013/2014, FY 2014/2015 and from July 1, 2015 to December 31, 2015 [end of the CARS Financial Accounting System]. [Please note that the last CHRB Audit was completed for the two-year period July 1, 2010 through June 30, 2012 or FY 2010/2012.]

### **Next meeting:**

Chair Cynda A. Johnson, M.D. moved that the meeting be adjourned. The motion was seconded by Ms. Spicer, voted upon, and passed unanimously by the Board. The meeting adjourned at 1:31 p.m. The Board's next meeting will be Thursday, May 12, 2016 at the Gottwald Science Center, University of Richmond. At this meeting, presentations will be heard from nine grant finalists. The Board will also make decisions regarding those finalists that will be awarded a CHRB Grant.