

Commonwealth Health Research Board Meeting Minutes for April 4, 2019

Members in Attendance:

Cynda A. Johnson, M.D., M.B.A., Chair
L. Matthew Frank, M.D., Vice Chair
Robert W. Downs, Jr., M.D.
Thomas W. Eppes, Jr., M.D.
Eric Lowe, M.D.
Julia A. Spicer

Members Absent:

Others in Attendance:

Barry Faison	Chief Financial Officer, Virginia Retirement System
Anne C. Pace, M.P.A.	Administrator
Raya Mandler, Ph.D.	Scientific Consultant
Merrill Mitler, Ph.D.	Scientific Consultant
Arnold Revzin, Ph.D.	Scientific Consultant
Carla R. Collins	Senior Assistant Attorney General, Office of the Attorney General

Call to Order:

Chair Cynda A. Johnson, M.D. called the meeting to order at 9:59 a.m. The meeting was held at the Jepson Alumni Center, Rosenbaum Conference Room at the University of Richmond, Virginia 23173. A quorum was present for the transaction of business throughout the meeting.

Approval of Minutes:

Dr. Downs moved to approve the minutes of the December 13, 2018 meeting. Dr. Lowe seconded the motion. The motion was voted upon and passed unanimously.



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Virginia Retirement System (VRS) Financial Reports:

Barry Faison, Chief Financial Officer, VRS gave a presentation to the Board to include an overview of the VRS and its investments.

As of June 30, 2018, the Virginia Retirement System (VRS) has more than 705,000 members, retirees and beneficiaries. Total Active Members amount to 343,005 and include teachers, political subdivisions, State employees, the State Police Officers' Retirement System, the Virginia Law Officers' Retirement System and the Judicial Retirement System. Retirees/Beneficiaries total 206,321 and inactive/deferred members amount to 156,264. Eighty-six percent of VRS retirees remain in Virginia with small percentages living in Maryland, Tennessee, North Carolina, South Carolina, Florida and other States. VRS paid \$4.8 billion to retirees in FY 2018.

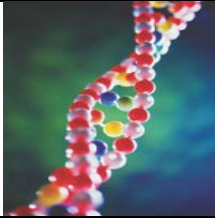
The VRS is the 19th largest public or private pension system in the United States based on assets and the 43rd largest public or private pension system in the world, based on assets. (As ranked by *Pensions & Investments*, September 2017.)

VRS assets amount to \$79.2 billion in FY 2018 while the fiscal year rate of return is 7.5% as of June 30, 2018. The Total Fund Market Value as of June 30, 2018 equals \$78.6 billion; of which \$12.8 billion, or 16.2%, is tied to Fixed Income; \$12.6 billion, or 16.1%, to Credit Strategies; \$10.6 billion, or 13.5%, to Real Assets; \$7.9 billion, or 10%, to Private Equity; \$1.9 billion, or 2.4%, to Strategic Opportunities Portfolio; \$0.6 billion, or 0.8%, to Cash; and \$32.2 billion, or 41%, to Public Equity.

Per discussion with the members, Mr. Faison agreed to attend one meeting per year, preferably the April meeting, to update the Board concerning VRS investments.

Administrator Pace provided updates on the quarter ending December 31, 2018:

1. Commonwealth Health Research Fund Activity through December 31, 2018; which reflects the CHRF balance at \$36,998,370.93.
2. Performance Summary Rolling Periods as of December 31, 2018; which reflects Total VRS Fund Performance for various periods ranging from 1 year to 10 years.
3. VRS Asset Allocation as of December 31, 2018 for the Total VRS Fund: \$75.8 billion.



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CHRB Financial Reports:

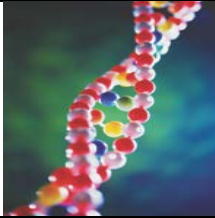
CHRB Revenue and Cash Balance as of February 28, 2019

Administrator Pace provided that the cash balance for CHRB administrative and grant budgets amounted to \$444,250.46 as of February 28, 2019.

Approved FY 2018/2019 CHRB Administrative and Grants Expenses [through February 28, 2019; which represents 8 months of the fiscal year]

Administrator Pace provided the Board with FY 2018/2019 year-to-date [YTD] administrative and grant expenses through February 28, 2018: [Per the CARDINAL System, the Commonwealth's new financial system which replaced the Commonwealth Accounting and Reporting System (CARS), effective January 1, 2016.]

FY 2018/2019	APPROVED FY 2018/2019 Administrative Budget	YTD 2018/2019 Expenses [as of February 28, 2019 or 8 months of the FY]	Expenses YTD as a % of Budget	Special Notes:
Total Administrative	\$ 249,871.16	\$ 155,073.86	62%	The majority of expenses are related to personnel expenses for the CHRB Administrator and services provided by scientific consultants, legal counsel and the Department of Accounts that serves as the CHRB's fiscal agent.
Total Grant Disbursements	\$ 1,251,185.00	\$ 1,058,607.92	85%	Majority of funds disbursed in July 2018 for initial grant payments



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Grant Funding Available for FY 2019/2020 CHRFB Grant Awards

Administrator Pace provided updates regarding grant funding available for 2019 Grant Awards. Various funding scenarios ranging from 4.0% up to 6.0% were provided. VRS and CHRFB Administrative Expenses, as well as outstanding CHRFB Grant Obligations will be subtracted from the grant funding available to provide the amount of CHRFB funds available for new FY 2019/2020 grants.

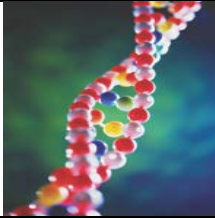
Funds available for 2019 Grant Awards

Calendar Year		Market Value as of 12/31/xx	
January 31 - December 31, 2013	Year 1	\$33,153,077.91	Source: VRS Finance Division CHRFB Activity Report through December 31, 2013
January 31 - December 31, 2014	Year 2	\$34,600,580.37	Source: VRS Finance Division CHRFB Activity Report through December 31, 2014
January 31 - December 31, 2015	Year 3	\$34,052,161.12	Source: VRS Finance Division CHRFB Activity Report through December 31, 2015
January 31 - December 31, 2016	Year 4	\$35,296,332.08	Source: VRS Finance Division CHRFB Activity Report through December 31, 2016
January 31 - December 31, 2017	Year 5	\$38,776,234.09	Source: VRS Finance Division CHRFB Activity Report through December 31, 2017
	Total	\$175,878,385.57	
Average Market Value*		\$ 35,175,677.11	

*Five-year average market value amount of \$35,175,677.11 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	4.00%	4.50%	5.00%	5.50%	6.00%
Average Market Value = \$35,175,677.11	\$35,175,677	\$35,175,677	\$35,175,677	\$35,175,677	\$35,175,677
Available Grant Funding based upon average market value and % scenario	\$1,407,027	\$1,582,905	\$1,758,784	\$1,934,662	\$2,110,541
Less estimated VRS administrative expenses	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
Less estimated CHRFB administrative expenses	\$249,871	\$249,871	\$249,871	\$249,871	\$249,871
Grant funding available less VRS & CHRFB administrative expenses	\$1,154,556	\$1,330,434	\$1,506,313	\$1,682,191	\$1,858,070
Grant funding available less outstanding grant expenses to be paid in FY 2019/2020	\$737,796	\$737,796	\$737,796	\$737,796	\$737,796
Grant funding available to award FY 2019/2020	\$416,760	\$592,638	\$768,517	\$944,395	\$1,120,274

Grant funding to be paid in FY 2019/2020 = FY 2017/2018 final grant payments of \$113,092 and FY 2018/2019 final and initial second year payments of \$624,704 for a total of \$737,796.



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CLOSED SESSION: FY 2019/2020 CHRB Grant Process

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

Vice Chair, Matthew Frank, 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 applicationto 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).

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

CERTIFICATION

Vice Chair Matthew Frank, 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

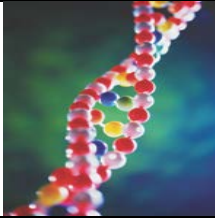
WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

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 the members who were present was taken. Each approved this certification.

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

Dr. Downs moved that 14 Full Proposals be presented to the CHRB on May 9, 2019; which was seconded by Ms. Spicer. Administrator Pace will contact those 14 Principal Investigators requesting that each make a presentation to the Board. Administrator Pace will also provide reviewer comments to those Principal Investigators from whom a presentation of the Full Proposal was not requested.



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Proposed FY 2020/2021 CHRB Grant Guidelines and Application Instructions CHRB Policies and Procedures, CHRB Grant Agreement and CHRB By laws Effective July 1, 2019

Administrator Pace reviewed the following proposed revisions to the grant related documents with the Board with a focus on significant changes. By motion made by Dr. Eppes and seconded by Dr. Lowe, the Board unanimously approved the revised CHRB Grant Guidelines and Application Instructions, the CHRB Policies and Procedures, the CHRB Grant Agreement and the CHRB By laws. [A summary of significant changes appears below; however, the reader is encouraged to review the approved governing documents in their entirety as they are posted on the CHRB's website.]

CHRB Grant Guidelines and Application Instructions FY 2020/2021 [effective July 1, 2019]

Revised wording to table related to "Proposed CHRB research projects must also" as follows: "Score well ~~concerning~~ **with respect** to the scientific review criteria" Significance, Approach, Innovation; Experience and Qualifications; Unique Virginia Considerations, Collaborations and Leverage [~~Double~~ **Additional** weight is given to the Approach criteria.]"

Additional wording under "Scientific Review Criteria Considered in Reviewing Grant Applications":
(The five Review Criteria taken together are intended to reflect the impact of the proposed project on the field.)

Additional wording under "Scientific Review Criteria Considered in Reviewing Grant Applications"
Significance:
Strike: ~~What will be the impact of this research on the concepts, methods, or practices in the related field?~~
Add: **If the aims of the research are achieved, what will be the impact of this research on the concepts, methods, or practices in the related field?**

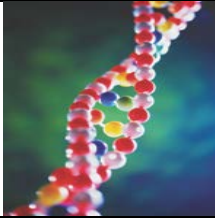
Revised wording under Approach: [~~Double~~ **Additional** weight is given to the Approach criteria.]"

Key Dates for 2020/2021 CHRB Grant Application Review Process:
Under April 16, 2020: CHRB meets to: Review recommendations for those Full Proposals submitted, as part of the 2020/2021 grant application review process that will be presented **in person** to the CHRB.

Add the following language to Page Length and Font:
Relevant bibliography references are to be included in the five-page limit. If bibliographic references are included in the Narrative, these references may be single-spaced and count as part of the five pages of the Concept Paper.

Added wording 1. Significance: under Research Plans: The research problem, its significance, need, or opportunity. The anticipated impact on the research field, **if successful.**

Added wording to the CHRB and Matching Funds – Personnel Budget Forms:
An undergraduate student(s) can be listed as TBD on Attachment 1: Budget Forms and Attachment 2: Budget Rationale for the Concept Paper submission; however, they must be named and expenses provided in fiscal reports if a grant award is made. **The funding source must be identified for the undergraduate student(s) e.g. CHRB funds, institutional matching funds, or other funding sources.**



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Added wording under Column 5: Attachment 1 Budget Forms:

Column 5: A Masters or Doctoral Graduate student may not be involved in the project at greater than 20% effort, and it is necessary to confirm that the project is not used in the student's thesis or dissertation research. A statement confirming that the proposed CHRB project will be used in the student's thesis or dissertation research must be provided **in Attachment 2: Budget Rationale.**

Added wording under Column 5: Attachment 1 Budget Forms: Nonpersonnel/Other Project Costs:

Travel for Co-Investigators, Collaborators and Consultants to participate with the PI at the Grantee Institution is an allowable cost if required for the project and justified to the satisfaction of the CHRB. Patient travel is an allowable cost.

Travel to professional conferences including the presentation of results from proposed CHRB research is NOT an allowable cost with CHRB or institutional matching funds for this grant award.

Add wording to Attachment 2 Budget Rationale:

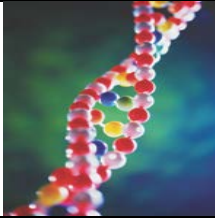
A Masters or Doctoral Graduate student may not be involved in the project at greater than 20% effort, and it is necessary to confirm that the CHRB research project will not be submitted in even partial satisfaction of any of the requirements for the student's degree. A statement confirming that the proposed project will not be used to satisfy any of the requirements for the student's degree must be provided in Attachment 2: Budget Rationale.

Add wording to Attachment 2 Budget Rationale:

For significant equipment costs over \$10,000 per year, please identify the provider(s) and attach pertinent price lists, letters of intent or memoranda of understanding.

Under Graduate Student enrolled in a Master or Doctoral Program:

The CHRB project, including findings and data from it, ~~cannot~~ **can never** be used to satisfy any of the requirements for the student's degree.



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CHRB Policies and Procedures effective July 1, 2019

Requests for Grant Extensions:

Pursuant to a compelling justification, the CHRB Chair, after consultation with the CHRB Administrator and at least one of the scientific consultants, may permit an extension, **for up to 12 months** to complete the project without the CHRB's providing any additional funds.

Any extension request for up to a 12-month period must be made in writing by the Principal Investigator, and co-signed by the appropriate Institutional Official, i.e. the Director of the Office of Research or Office of Sponsored Programs, or the Organization's authorized representative, and received by the CHRB Administrator at least 30 days prior to the original deadline from which the extension is requested. The request must provide justification for the extension. Extensions are not granted merely because the Principal Investigator has unexpended funds.

Decisions regarding requests for **up to 12-month, no-cost grant extensions** are communicated in writing by the CHRB Chair to the PI and the appropriate Institutional Official or Organization's authorized representative within 14 business days [excluding state holidays] of the CHRB Administrator's receipt of the written extension request.

Decisions regarding any requests for 12-month, no-cost grant extensions are solely within the CHRB Chair's discretion and are final.

Approval of **any** no-cost grant extension will require an **Addendum** to the original grant agreement signed by the Principal Investigator and co-signed by the appropriate Institutional Official or the Organization's authorized representative. It is assumed that the same level of effort will continue for all project participants during the no-cost extension period unless a budget reallocation or other change has been approved as part of the no-cost extension.

Under Graduate Student enrolled in a Master or Doctoral Program:

The CHRB project, including findings and data from it, ~~cannot~~ **can never** be used to satisfy any of the requirements for the student's degree.

Under Change in Academic Affiliation and Replacement of a Principal Investigator:

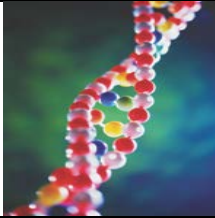
Add wording under "The new Grantee Institution and PI must: 2. Sign and return a new Grant Agreement to the CHRB" **to include confirmation of providing 33% matching funds;**

Under CHRB Grant Award Scientific and Fiscal Reporting Requirements:

ADD: Each Grantee Institution or Organization receiving a one-year or two-year CHRB grant award will be required to submit scientific and fiscal progress reports at specific times. Interim and final report guidelines and the required cover sheet can be found at www.chrb.org. The cover sheet shown in those guidelines must be used. **The scientific report should present the actual outcomes and accomplishments and findings of the research and include a list of abstracts, posters and papers that are in preparation or have been published.** Specific reporting dates are provided in the Grant Agreement.

Under Allowable/Unallowable Costs and Restrictions:

ADD: For significant equipment costs over \$10,000 per year, please identify the provider(s) and attach pertinent price lists, letters of intent or memoranda of understanding.



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CHRB Grant Agreement effective July 1, 2019

Under **Request for a No-Cost Extension:**

[1] The Grantee, The Grantee Institution or Organization, by and through the Institutional Official, or Authorized Representative, or his successor, and Principal Investigator understand and agree that no-cost extension requests must be made in writing prior to the expiration of the original period within which all CHRB Grant funds must be expended, by the Principal Investigator, and co-signed by the appropriate Institutional Official, i.e. the Director of the Office of Research or the Office of Sponsored Programs, or Authorized Representative. ~~Written six month extension requests must be received by the CHRB Administrator at least 30 days prior to the original deadline from which the extension is requested.~~ Under compelling justification, the CHRB may permit an extension, for up to 12 months, to complete the project without providing additional funds. **Written extension requests for up to 12 months must be received by the CHRB Administrator at least 30 days prior to the original deadline from which the extension is requested.** Approval of ~~a six month~~ **any** no-cost grant extension **up to 12 months** will require an Addendum to the original Grant Agreement signed by the Principal Investigator and co-signed by the appropriate Institutional Official or the Organization's authorized representative.

Under CHRB Grant Award Scientific and Fiscal Reporting Requirements:

ADD: Each Grantee Institution or Organization receiving a one-year or two-year CHRB grant award will be required to submit scientific and fiscal progress reports at specific times. Interim and final report guidelines and the required cover sheet can be found at www.chrb.org. The cover sheet shown in those guidelines must be used. **The scientific report should present the actual outcomes and accomplishments and findings of the research and include a list of abstracts, posters and papers that are in preparation or have been published.** Specific reporting dates are provided in the Grant Agreement.

Under Allowable/Unallowable Costs and Restrictions:

ADD: For significant equipment costs over \$10,000 per year, please identify the provider(s) and attach pertinent price lists, letters of intent or memoranda of understanding.

CHRB By laws effective July 1, 2019

Under **Duties Related to the Grant Application Review Process and the Administration of Grant Awards:**

- ~~2. Coordinating the distribution of Concept Papers and Full Proposals to the scientific consultants throughout the grant application review process;~~ **Coordinating the submission of Concept Papers and Full Proposals from applicant institutions or organizations via the CHRB's automated grant application system.**
- 3. Coordinating with the Department of Accounts' (DOA) information technology services to ensure that the CHRB's automated grants application system is updated throughout the grant process;**
- 5. Preparing and updating a Scientific and Administrative Review Summary Sheet for each grant application and uploading the final document to the CHRB's automated grants application system;**

Under **Additional Duties Which Support the Board's Work:**

12. Serving as the CHRB liaison to the staff of the **Office of the Governor**, Senate Finance Committee or House Appropriations Committee, the Office of the Secretary of the Commonwealth, and the staff of the Joint Rules Committee to provide annual fiscal and appointments information as necessary or as requested; and to make presentations as requested;

Under C. **The authority delegated to the Administrator by the Board and its Chair shall include, but not be limited to, the following:**

- 3. The authority to approve CHRB administrative expenses of ~~\$500~~ \$750 or less;**



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Other Business to come before the Board:

Election of Officers:

The Board unanimously approved the election of CHRB officers for FY 2019/2020: Cynda A. Johnson, M.D., M.B.A. was reelected as CHRB Chair and Robert Downs, Jr., M.D. was elected as the CHRB's Vice Chair.

2019 General Assembly Actions and Outcome of SB1651 Howell and HB2550 Jones:

Senator Howell SB1651: Research and development in the Commonwealth:

Creates the Partnership for Innovation and Entrepreneurship Authority (the Partnership) to oversee and support research and commercialization in the Commonwealth. The Partnership will be advised by an Investment Advisory Committee, an Entrepreneurship Advisory Committee, and a Research Advisory Committee. Existing grant, loan, and investment funds currently administered by the Innovation and Entrepreneurship Investment Authority and the Virginia Research Investment Committee would be consolidated under the Partnership. The bill repeals the existing Virginia Research Investment Committee.

February 5, 2019: Passed Senate

February 13, 2019: Passed House with substitute

February 15, 2019: Senate rejected House substitute

February 24, 2019: Failed to pass in Senate, no further action taken.

Delegate Jones HB2550: Research and development in the Commonwealth:

Creates the Commonwealth of Virginia Research Consortium Authority (the Consortium) to oversee and support research and commercialization in the Commonwealth. The Consortium will be advised by an Investment Advisory Committee and a Research and Technology Advisory Committee. Existing grant, loan, and investment funds currently administered by the Innovation and Entrepreneurship Investment Authority and the Virginia Research Investment Committee would be consolidated under the Consortium, and the Consortium would be responsible for the Commonwealth Research and Technology Strategic Roadmap. The Consortium would also be responsible for allocating research-related funds to the Virginia Biosciences Health Research Consortium and the Commonwealth Center for Advanced Manufacturing. The bill repeals the existing Virginia Research Investment Committee.

February 5, 2019: Passed House

February 14, 2019: Passed Senate with substitute

February 18, 2019: House rejected Senate substitute

February 24, 2019: Failed to pass in House, no further action taken.



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VBHRC and CHRBR Collaborative funding project: EVMS/GMU/*Sanyal Technologies*:

The CHRBR in collaboration with the Virginia Biosciences Health Research Corporation [VBHRC] have joined together to provide funding for Eastern Virginia Medical School [Prime University/Grantee Institution], George Mason University [First Partner University], and Sanyal Biotechnology LLC [Industry Partner]. The CHRBR has contributed **\$200,000** to Eastern Virginia Medical School for this jointly funded research project while the VBHRC has contributed **\$100,000** towards this project.

First Interim Scientific Review: Submitted August 21, 2017 and revised on August 29, 2017

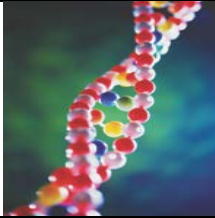
The report was prepared and provided to CHRBR by Dr. Nadler. Job Creation: The PI states that the team's activities have created, since January 2017, 2 part-time, 1 full-time, and 1 contractor position. Projected number of jobs to be created in the next three years is 8-10. Progress made by Dr. Nadler and his team appears to be satisfactory and continued funding is recommended. The next scientific and fiscal reports are due to the CHRBR by February 15, 2018.

Second Interim Scientific Review: Submitted February 20, 2018

This report was dated February 16, 2018 and is comprised of a 13-page PDF file. The following three aims are re-stated and progress to date is discussed in detail:

- Aim 1: Building a tissue bank of mouse liver, serum, and other tissues to further scientific characterization of the model and boost sales.
- AIM 2: Characterization of changes in immune cell populations in the liver and adipose tissue.
- AIM 3: Characterization of gut microbiome changes in the DIAMOND™ mouse model over time.

Progress on these three aims extends nicely from what was reported on August 28, 2017. Generally, planned milestones have been reached. The PI concludes from the scientific literature and from his study that differences in gut microbiome composition may contribute to the pathogenicity of nonalcoholic fatty liver disease, not only in animal models, but also in human patients. Results have been reported in a poster presentation and another abstract is being written up for AASLD (Fall 2018, San Francisco). Results from the analysis at George Mason will be combined with results generated in Sanyal Bio internal R&D and submitted to a peer reviewed journal. This reviewer judges progress to be commendable. The PI's plans for Western blot analysis of key inflammatory pathways in liver tissues promise to be informative. The request to make budget adjustments should benefit the overall project. Approval is recommended.



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Budget Reallocation, Change in Principal Investigator and a six-month, no-cost extension request was approved by Dr. Johnson, CHRB Chair, on March 15, 2019:

Summary of Requests:

On behalf of Principal Investigator, Jerry Nadler, M.D., the EVMS Office of Sponsored Programs has submitted a budget reallocation and personnel change request to the CHRB. The final scientific and fiscal reports were originally due to the CHRB by February 15, 2019. The six-month, no-cost extension request would extend the research period through August 31, 2019 with final scientific and fiscal reports due to the CHRB by October 31, 2019.

Dr. Nadler has recently accepted a position as Dean of New York Medical College and his last official day at EVMS will be on March 4, 2019. In addition to his departure, two lab employees will also depart EVMS, Ryan Huyck, as of February 25, 2019 and Donuta Sosnowska, as of March 1, 2019. Dr. Nadler requests that this project continue with Dr. Anca Dobrian as lead Principal Investigator and contact PI for EVMS.

Therefore, Dr. Nadler is requesting to:

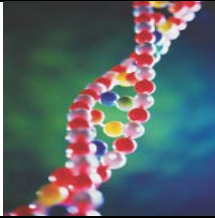
- (1) Shift funding to Anca Dobrian who will replace Dr. Nadler as Principal Investigator on the project; and,
- (2) Extend the project research until August 31, 2019 with final scientific and fiscal reports due to the CHRB by October 31, 2019.

Scientific Consultant, Merrill Mitler, Ph.D., has reviewed these requests and offers the following: "I recommend approval of this request. Congratulations are due to Dr. Nadler on his new position and to Dr. Dobrian on her promotion to Full Professor. I think that the remainder of the CHRB project will be in good hands."

Approval Authority:

This action will require CHRB Chair approval per the following:

- ✓ CHRB Policies and Procedures, page 9 regarding Proposed Changes to the CHRB Grant Award;
- ✓ CHRB Policies and Procedures, page 11 regarding Six Month Grant Extensions; and,
- ✓ Approved CHRB Bylaws effective July 1, 2018: G. The authority delegated to the Chair by the Board shall include, but not be limited to, the following:
 12. The authority to approve or deny a change in the Principal Investigator, or other identified professional members of the approved research team, including any change to the salary or percentage of professional effort allocated to any professional member of the approved research team, after consultation with at least one scientific consultant;
 13. The authority to approve or deny budget reallocation requests or changes to the approved budget (the budget described in the Full Proposal and approved as part of the CHRB Grant Award), that exceed 10% of the amount budgeted for a personnel or non-personnel [supplies, animal purchase/maintenance, services and equipment] expenditure, after consultation with the CHRB Administrator and at least one scientific consultant;
 14. The authority to grant or deny up to 12-month, no-cost extension requests for Grantee Institutions or Organizations and Principal Investigators, after consultation with at least one scientific consultant;



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Approval of the change in Principal Investigator will require an amendment to the original grant agreement and approval of the six-month, no-cost extension will require an addendum to the original grant agreement. These documents require the CHRBR's Chair approval and signature.

Requests: Budget Reallocation, Replacement of Principal Investigator, and Six-month no-cost extension	Required Response Date	Actual Date of Response
February 28, 2019: initial request March 4, 2019: Dr. Dobrian's CV provided	March 20, 2019	Dr. Johnson approved all requests on March 15, 2019

Next meeting:

Chair Cynda A. Johnson, M.D., moved that the meeting be adjourned. The motion was seconded by Dr. Frank, voted upon, and passed unanimously by the Board. The meeting adjourned at 2:31 p.m.

The Board's next meeting will be Thursday, May 9, 2019 at the Gottwald Science Center, University of Richmond. At this meeting, presentations will be heard from 14 grant finalists. The Board will also make decisions regarding those finalists that will be awarded a CHRBR Grant. Due to the number of presenters, the meeting will begin at 8:00 am.