



## Commonwealth Health Research Board Meeting Minutes for September 16, 2020

### Members in Attendance:

Cynda A. Johnson, M.D., M.B.A., Chair  
Robert W. Downs, Jr., M.D., Vice Chair  
Thomas W. Eppes, Jr., M.D.  
Eric Lowe, M.D. (virtual via WebEx video conferencing)  
Julia A. Spicer (virtual via WebEx video conferencing)

### Members Absent:

### Others in Attendance:

Anne C. Pace, M.P.A.  
Raya Mandler, Ph.D. (virtual via WebEx)  
Merrill Mitler, Ph.D. (virtual via WebEx)  
Arnold Revzin, Ph.D. (virtual via WebEx)  
Carla R. Collins (virtual via WebEx)

Administrator  
Scientific Consultant  
Scientific Consultant  
Scientific Consultant  
Senior Assistant Attorney General,  
Office of the Attorney General  
Systems Engineer, Department of Accounts

Matt Winders

### Call to Order:

Chair Cynda A. Johnson, M.D. called the meeting to order at 10:00 a.m. The meeting was held at the Monroe Building, 101 North 14<sup>th</sup> Street, 2<sup>nd</sup> Floor, George Washington Conference Room, Richmond, Virginia 23219. 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 11, 2019 meeting. Dr. Eppes seconded the motion. The motion was voted upon and passed unanimously.

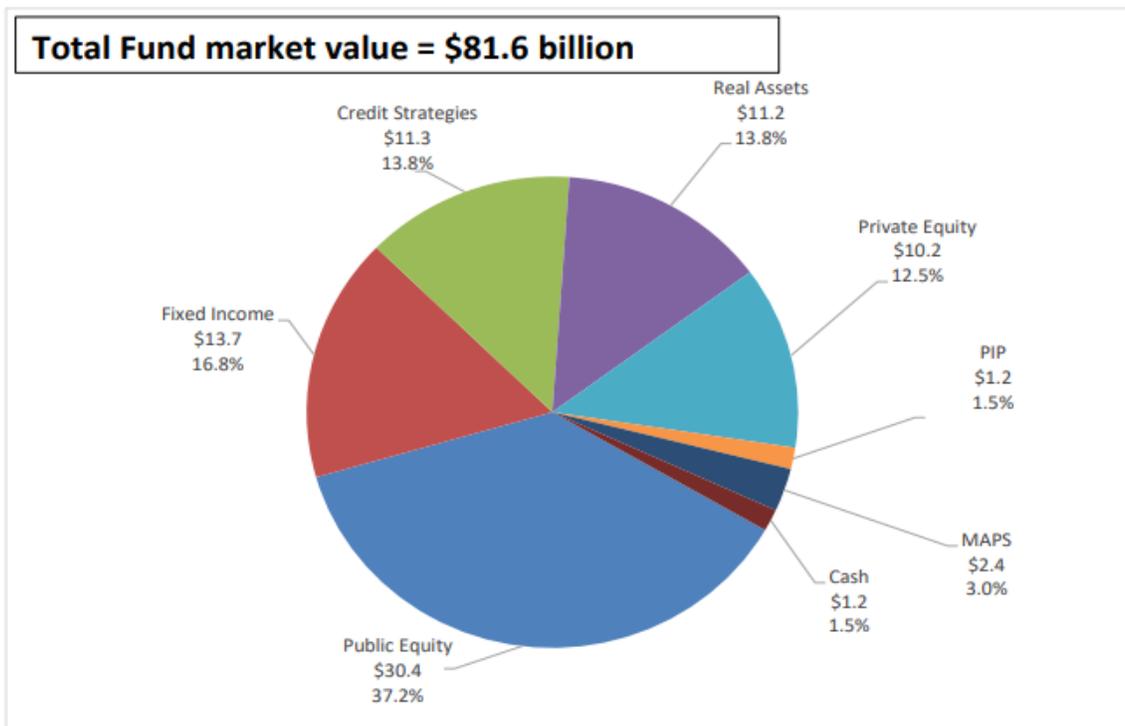


# Commonwealth Health Research Board Meeting Minutes for September 16, 2020

## Virginia Retirement System (VRS) Financial Reports:

Administrator Pace provided updates on the quarter ending June 30, 2020:

1. Commonwealth Health Research Fund Activity through June 30, 2020; which reflects the CHRF balance at \$39,633,417.46.
2. Performance Summary Rolling Periods as of June 30, 2020; which reflects Total VRS Fund Performance for various periods ranging from 1 year to 10 years.
3. VRS Asset Allocation as of June 30, 2020 for the Total VRS Fund: \$81.6 billion.





## Commonwealth Health Research Board Meeting Minutes for September 16, 2020

### CHRB Financial Reports:

**FINAL FY 2019/2020 ( July 1, 2019 - June 30, 2020) CHRB Administrative & Grant Expenses**  
 Administrator Pace provided the Board with FY 2019/2020 FINAL administrative and grant expenses through June 30, 2020: (Per the Commonwealth's CARDINAL accounting system)

**Cash Balance as of June 30, 2020 = \$375,371.59**

FY 2019/2020 Final Expenses	Approved	Expenses	Difference
Administrative	\$264,623.59	\$249,504.93	\$15,118.66
Grant Disbursements	\$1,399,997.00	\$1,309,991.16	\$90,005.84
Total	\$1,664,620.59	\$1,559,496.09	\$105,124.50

Administrative balances existed at year end in several line items due to: the cancellation of CHRB meetings thereby decreasing the amount of travel reimbursements and payments to vendors for catering; Health Benefits Premium Holiday for two pay dates in October and November 2019 for the CHRB Administrator; a decrease in the draw-down for payment to the Office of Attorney General for legal services; and, a decrease in the contract payment with the Department of Accounts due to a decreased number of travel vouchers.

**Year-to-date FY 2020/2021 ( July 1, 2020 - June 30, 2021) CHRB Administrative & Grant Expenses**  
 Administrator Pace provided the Board with FY 2020/2021 YTD administrative and grant expenses through June 30, 2020: (Per the Commonwealth's CARDINAL accounting system)

**Cash Balance as of July 31, 2020 = \$603,028.59**

FY 2020/2021 Proposed Budget	Proposed	YTD Expenses as of July 31, 2020	Difference
Administrative	\$278,312.66	\$22,506.07	\$255,806.59
Grant Disbursements (estimated)	\$1,299,954.00	\$699,954.00	\$600,000.00
Total	\$1,578,266.66	\$722,460.07	\$855,806.59



## Commonwealth Health Research Board Meeting Minutes for September 16, 2020

### Grant Funding Available for FY 2020/2021 CHRB Grant Awards

Administrator Pace provided updates regarding grant funding available for 2020 Grant Awards. Various funding scenarios ranging from 4.0% up to 6.0% were provided. VRS and CHRB Administrative Expenses, as well as outstanding CHRB Grant Obligations will be subtracted from the grant funding available to provide the amount of CHRB funds available for new FY 2020/2021 grants.

### Funds available for 2020 Grant Awards

Calendar Year		Market Value as of 12/31/xx	
January 1 - December 31, 2014	Year 1	\$34,600,580.37	Source: VRS Finance Division Activity Report through December 31, 2014
January 1 - December 31, 2015	Year 2	\$34,052,161.12	Source: VRS Finance Division Activity Report through December 31, 2015
January 1 - December 31, 2016	Year 3	\$35,296,332.08	Source: VRS Finance Division Activity Report through December 31, 2016
January 1 - December 31, 2017	Year 4	\$38,776,234.09	Source: VRS Finance Division Activity Report through December 31, 2017
January 1 - December 31, 2018	Year 5	\$36,998,370.93	Source: VRS Finance Division Activity Report through December 31, 2018
	Total	\$179,723,678.59	
	Average Market Value	\$35,944,735.72	
Funds available for 2020 grants based on 5% of the average market value	5.00%	1,797,236.79	
<b>Less Administrative Expenses:</b>			
Less proposed Operating Expenses		278,312.66	
Less VRS Administrative Fees		2,600.00	
Total Administrative Expenses		280,912.66	
Funds Available for 2020 grants less estimated expenses:		1,516,324.13	



## Commonwealth Health Research Board Meeting Minutes for September 16, 2020

### **CLOSED SESSION: FY 2020/2021 CHRB Grant Process**

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

Vice Chair, Robert Downs, Jr., 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).

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

#### **CERTIFICATION**

Vice Chair Robert Downs, Jr., M.D. moved, and Dr. Eppes seconded, 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. Eppes moved that 12 Full Proposals be presented to the CHRB on October 22, 2020; which was seconded by Ms. Spicer. The motion passed unanimously. Administrator Pace will contact those 12 Principal Investigators requesting that each make a presentation to the Board via WebEx video conferencing. Administrator Pace will also provide reviewer comments to those Principal Investigators from whom a presentation of the Full Proposal was not requested.



## Commonwealth Health Research Board Meeting Minutes for September 16, 2020

Dr. Downs made a motion to approve second year funding for the following 2019 grant recipients. Dr. Eppes seconded the motion. The motion was voted upon and passed unanimously.

Principal Investigator	Submitting Institution/ Organization	Grant Title
Matthew Buczynski, Ph.D.	Virginia Polytechnic Institute and State University	Evaluation of a 12/15-LM receptor as a target for Non-Opioid Pain Therapeutics
Brent French, Ph.D.	University of Virginia	Bioengineering of Cardiac Regeneration In Situ after Myocardial Infarction
James Landers, Ph.D.	University of Virginia	Diagnostic Assay for On-Site Detection of <i>Bordatella pertussis</i>
Nagaraja Nagre, Ph.D.	Eastern Virginia Medical School	Exploring the potential role of cannabinoid receptor type-2 activation in protection against bacterial pneumonia-induced lung injury
Swati Palit Deb, Ph.D.	Virginia Commonwealth University	Targeting mutant p53-dependent checkpoints of genome duplication in lung cancer
Bhaumik Patel, M.D.	McGuire Research Institute	Development of a Selective Non-Saccharide Glycosaminoglycan Mimetic for Colon Cancer
Jason Reed, Ph.D.	Virginia Commonwealth University	A new approach for detecting IGH translocations in hematologic malignancies
Martin Wu, Ph.D.	University of Virginia	Are persister cells culprits of recurrent <i>Clostridium difficile</i> infections?

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

Vice Chair, Robert Downs, Jr., 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. Lowe. The motion was voted upon and passed unanimously.

Merrill Mitler, Ph.D., M.P.H., Raya Mandler, Ph.D., and Arnold Revzin, Ph.D. were not present during the discussion concerning the scientific consultants' compensation.

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



## Commonwealth Health Research Board Meeting Minutes for September 16, 2020

### 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.

Dr. Eppes moved that the Board approve the CHRB Administrative Budget at \$278,312.66 for FY 2020/2021 to include \$20,129.35 for fiscal services to be provided by the Department of Accounts (DOA) to the CHRB and an increase in funds to equalize the hourly rate for scientific consultants. Dr. Downs seconded the motion and it passed unanimously. A breakdown of the DOA fiscal fee is provided in Attachment A. The contents of Attachment A are incorporated here by reference thereto as if they are fully set forth here.



## Commonwealth Health Research Board Meeting Minutes for September 16, 2020

### **CHRB VBHRC/Virginia Catalyst continued collaboration efforts**

**Summary:** At the CHRB's December 11, 2019 meeting, the members delegated authority to CHRB Vice Chair Robert Downs, Jr., M.D. and CHRB Administrator Anne Pace to work collaboratively with the Virginia Catalyst, and pursuant to consultation with legal counsel as requested by CHRB, to establish a process by which VBHRC scientific proposals can be considered as part of the CHRB annual grant process. Most of the proposals submitted to the Virginia Catalyst are for product commercialization and business development and lack scientific detail/proof of concept. However, some of the Virginia Catalyst proposals are research opportunities.

On April 14, 2020, CHRB Vice Chair Dr. Robert Downs, CHRB Administrator Anne Pace, VBHRC/Virginia Catalyst Chair Dr. David Cifu, and VBHRC CEO Mike Grisham participated in a Zoom meeting to discuss collaboration between our two organizations.

Dr. Downs began the meeting by thanking Mike Grisham for including CHRB representatives in the VBHRC's recent presentations as part of its Round 10 Grant Funding cycle. Participation in this process gave us an opportunity to identify applicants who need more science and we could envision this as an opportunity for these specific applicants to apply to CHRB for funding consideration. Mr. Grisham stated that although our two programs have a different focus, they are highly complementary. Dr. Cifu likened our collaboration to a "research incubator".

Recently, the Virginia Catalyst announced their upcoming Round 11 Grant Funding which will have an emphasis on innovative projects within the areas of infectious disease, immunology, vaccine and drug discovery, and innovative service delivery models including telehealth and telemedicine. Dr. Downs provided that the CHRB's upcoming FY 2021/2022 grant process allows for opportunities to sync with the VBHRC's Round 11 Grant Funding schedule.

Due to the COVID-19 pandemic, the deadline for the submission of Concept Papers has been changed to December 10, 2020. Although the meeting dates and application deadlines will change for this specific grant process, the CHRB still plans to award these grants effective July 1, 2021. The CHRB has asked the Virginia Catalyst to share this information with those individuals or organizations interested in scientific research, specifically for those applicants that do not move forward in the Virginia Catalyst's grant process. Due to the CHRB's revised calendar for the FY 2021/2022 grant, there appears to be ample time for "unsuccessful" Virginia Catalyst candidates to consider submitting an application to the CHRB for funding consideration.

It was noted by all that Virginia Catalyst applications/Concept Papers submitted to the CHRB would not receive priority over any other applications/Concept Papers as part of the CHRB's grant process; rather these applications/Concept Papers would be submitted for review as part of each institution's/organization's internal grant decision making process and that it would be up to the institution or organization to decide which 12 applications/Concept Papers would be submitted to the CHRB.



## Commonwealth Health Research Board Meeting Minutes for September 16, 2020

### Proposed FY 2021/2022 CHRB Grant Guidelines and Application Instructions CHRB Policies and Procedures, CHRB Grant Agreement and CHRB By laws Effective October 1, 2020

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. Downs 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 Bylaws. (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.)

### Summary of Changes:

#### CHRB FY 2021.2022 Grant Guidelines effective October 1, 2020

Page Number(s)	Proposed Change	Why is this change being proposed?
All	All dates and figures will be updated after the Board has approved the documents at the September 16, 2020 meeting.	This upcoming grant process FY 2021/2022 will have a delayed start with Concept Papers being due on December 10, 2020; however, grant awards will still be effective on July 1, 2021.
8 - 13 17 - 19	Format change allows for the description of the item in the far left hand column with checkmarks in the column for the Concept Paper and the column for the Full Proposal, as applicable.	This eliminates the wordiness in these sections of the grant guidelines and makes the document more user friendly.
10	New wording added to the “Approach” criteria section: “Any preliminary or pilot data help to establish the feasibility of the project and capability of the PI and team to collect and to do proper analyses on the data necessary to answer the research questions at hand.”	This new wording is proposed in response to frequent questions from Principal Investigators.
14 and 20	Under Frequently Asked Questions: Can I revise my funding request? ADD <b>highlighted language</b> : . . . . . However, the requested funds cannot exceed the \$100,000-per year limit, the Applicant Institution or Organization is responsible for providing the 33% match to the requested CHRB funds for each year for which funds were requested, and <b>a Concept Paper that requests a one-year grant cannot be changed into a Full Proposal that requests a two-year grant.</b>	This new wording clarifies that an initial request for a one year of CHRB funding cannot be changed into a request for two years of CHRB funding. This same information is also <b>highlighted</b> for emphasis on page 20.



## Commonwealth Health Research Board Meeting Minutes for September 16, 2020

### CHRB Policies and Procedures effective October 1, 2020

Page Number(s)	Proposed Change	Why is this change being proposed?
All	An effective date of October 1, 2020 has been reflected throughout the document.	This upcoming grant process FY 2021/2022 will have a delayed start with Concept Papers being due on December 10, 2020; however, grant awards will still be effective on July 1, 2021.  <u>Only for the FY 2021/2022 grant process:</u> An effective date of October 1, 2020 for all grant related documents replaces the “normal” July 1, 2020 effective date.
5	Wording beneath chart: “Whether an award is a one-year or a two-year grant award, it is considered to be one grant award for purposes of categorizing disease/research areas.”	Wordsmithing

### Grant Agreement effective October 1, 2020

Page Number(s)	Proposed Change	Why is this change being proposed?
All	An effective date of October 1, 2020 has been reflected throughout the document.  Reporting deadlines are also updated for the FY 2021/2022 grant awards.	This upcoming grant process FY 2021/2022 will have a delayed start with Concept Papers being due on December 10, 2020; however, grant awards will still be effective on July 1, 2021.  <u>Only for the FY 2021/2022 grant process:</u> An effective date of October 1, 2020 for all grant related documents replaces the “normal” July 1, 2020 effective date.



## Commonwealth Health Research Board Meeting Minutes for September 16, 2020

### CHRB Bylaws effective October 1, 2020

Page Number(s)	Proposed Change	Why is this change being proposed?
All	An effective date of October 1, 2020 has been reflected throughout the document.	<p>This upcoming grant process FY 2021/2022 will have a delayed start with Concept Papers being due on December 10, 2020; however, grant awards will still be effective on July 1, 2021.</p> <p><u>Only for the FY 2021/2022 grant process:</u> An effective date of October 1, 2020 for all grant related documents replaces the “normal” July 1, 2020 effective date.</p>
3	<p>Under G. The authority delegated to the Chair by the Board shall include, but not limited to, the following:  <span style="background-color: #92d050;">Delete #5.</span> The authority to grant or deny a full scientific review of a Concept paper or Full Proposal;  <span style="background-color: #92d050;">Delete last sentence in #6.</span> [A Concept Paper or Full Proposal may not receive a full scientific review due to noncompliance with CHRB Grant Guidelines and Application Instructions or CHRB Policies and Procedures.]</p>	<p>This wording reflects current practice whereby the CHRB Administrator makes the determination regarding a “nonscientific review” of a Concept Paper or Full Proposal due to administrative noncompliance. The administrative noncompliance information is also provided in the grant guidelines.</p> <p>The CHRB Chair continues to have the authority to make decisions regarding reconsideration requests.</p>
7	<p>Under C. The authority delegated to the Administrator by the Board and its Chair shall include, but not limited to, the following:  <span style="background-color: #92d050;">Add #2.</span> The authority to deny a full scientific review of a Concept Paper or Full Proposal submission based upon administrative noncompliance; (A Concept Paper or Full Proposal may not receive a full scientific review due to noncompliance with CHRB Grant Guidelines and Application Instructions or CHRB Policies and Procedures.</p>	<p>This wording reflects current practice whereby the CHRB Administrator makes the determination regarding a “nonscientific review” of a Concept Paper or Full Proposal due to administrative noncompliance. The administrative noncompliance is also provided in the grant guidelines.</p> <p>The CHRB Chair continues to have the authority to make decisions regarding reconsideration requests.</p>
11	<p>Under Distribution of Funds:  <span style="background-color: #92d050;">ADD</span> the following wording for clarification:            “Following a request from the Chair of the Commonwealth Health Research Board (CHRB), the Virginia Retirement System (VRS) wires the funds to the CHRB’s state bank account. The Department of the Treasury confirms to the Department of Accounts (DOA) that the wire was received and the DOA records the receipt of the cash in Cardinal, the Commonwealth of Virginia’s accounting system. Once the cash has been recorded in Cardinal, the DOA is able to process any payments that the CHRB Chair or her designee has approved.”</p>	<p>Additional wording provided to the CHRB Bylaws to reflect current practice and provides greater detail regarding distribution of CHRF funds which is also of interest to the APA Auditors.</p>



## Commonwealth Health Research Board Meeting Minutes for September 16, 2020

### **Next meeting:**

Chair Cynda A. Johnson, M.D., moved that the meeting be adjourned. The motion was seconded by Robert Downs, Jr., M.D., voted upon, and passed unanimously by the Board. The meeting adjourned at 12:30 p.m.

The Board's next meeting will be Thursday, October 22, 2020 at the at the Monroe Building, 101 North 14<sup>th</sup> Street, 2<sup>nd</sup> Floor, George Washington Conference Room, Richmond, Virginia 23219. At this meeting, presentations will be heard from 12 grant finalists. The Board will also make decisions regarding those finalists that will be awarded a CHRB Grant. Due to the number of presenters, the meeting will begin at 8:00 am.