UC San Diego

Altman Clinical and Translational Research Institute

Executive Committee Meeting Minutes
May 20, 2025

Present: Davey Smith, Colin Depp, Kathryn Gold, Mark Wallace, Mike Hogarth, Liz Johnson, Adriana Tremoulet, Christina Chambers, Eric Mah, Sam Ward, David Boyle, John Ayers, Borsika Rabin, Jamison Langguth, Paul Watson, Stephanie Farrell, Raul Lizarraga

Absent: Shane Crotty, Amertah Perman, Suzanne Page

Guests: Carlos Rojas, Su-Yin Chang, Karole Ignacio, Maryam Gholami, Blanca Melendrez, Gretchen Bandoli, Rebekah Yohe

Recorder: Nancy Giordanengo

Agenda Item	Notes	Action Items, Comments
Call to Order	Davey Smith called the meeting to order at 2:30pm	
Opening remarks & welcome new members (Dr. Smith)	Davey welcomed the following new Executive Committee members: • Suzanne Page, Salk Institute for Biological Studies • Shane Crotty, La Jolla Institute for Immunology • Amertah Perman, San Diego Community College	
Approval of March 18 Meeting Minutes (Liz Johnson)	The committee approved the March 18 meeting minutes by consensus.	
Presentation: Community Engagement (Dr. Chambers) PopSci.CEDI.5.20.25 .v2[21].pptx	Tina presented a review of aims for community engagement, discussing both the original and revised versions. The original aims focused on identifying community research priorities, developing engagement tools, and conducting hypothesis-driven research. The revised aims, which were not submitted, were more succinct and framed as innovating community engagement strategies, integrating research and partnerships, and nurturing future researchers. Tina also mentioned a training component for community members and investigators, emphasizing that these revised aims represent a strategic approach to community engagement. Population Science, Community Engagement and Dissemination Unit highlighted progress in maintaining a Community Advisory Board (CAB). She explained that a final charter has been developed, including a compensation model and member roles and responsibilities. The group has secured 9-10 CAB members from various organizations, with plans for 12-15 total members. However, due to pending funding, formal meetings (6x per year) have been postponed until resources are secured. An introductory meeting is being organized to respond to questions	Liz: Explore whether or not we should hold a regional Community Research Town Halls designed to be bi-directional.

	posed by new members, review the mission, chart, member agreement. The UM1 application has been submitted but it may need to be re-submitted. Therefore, some aspects and aims were revised. The focus is on the same things, but a different way of framing it.	
Update on the status of the CTSA UM1 & K12 grants (Dr. Smith)	Davey provided updates on the CTSA award, including language edits and leadership changes, with Borsika stepping into a leadership role, replacing Adri in the Population Science, Community Engagement and Dissemination Unit. Davey announced that due to budget uncertainty, they will proceed with the original budget for the submitted application to receive funding quickly, with plans to address budget changes later. ACTRI received high scores on the UM1: 15 and K12: 21 grant applications, both of which are highly likely to be funded by summer (July 1st target date). However, there are concerns about budget cuts due to heavy DEI language in the applications, and the team is preparing for a phased review process. We plan to forego carryover requests to expedite funding, with the possibility of restoring faculty salaries or start the new budget of what was proposed in the grant once the main grants are received.	Action Items: • Revise Abstract, Narrative, Aims using NIH template (updates shared with public via NIH RePORTER) • Scrub application & website content: remove DEI-related images and roles for personnel • Maintain consistency in terminology across application sections to align with agency priorities • Assign a notetaker for NCATS calls (no recordings allowed) • Clarify terminology if requested during NCATS review
Update on the status of the CTSA KL1/UL1 cost extension & carryforward requests (Dr. Smith)	Submitted cost extension and carryforward requests for both the UL1 and KL2, requesting 50% of annual budgets. We were advised by our NCATS PO last week that we should withdraw these request as they could delay the UM1 and K12 NOAs.	
Center for Clinical Research updates (Dr. Wallace)	Mark provided an update on recent clinic operations concerns raised by 10 investigators in a letter addressed to Davey and VCHS John Carethers. He explained that while some issues are out of their control; recharge rate increases, MRI services, NCATS Scientific Reviews, lab usage by coordinators, the other concerns were addressed through open communication and clarified policies. Next steps include reorganizing the Faculty Advisory Committee, which is run by the PIs, by appointing a new chair or co-chairs, convening quarterly meetings with PIs and coordinators, and introducing an anonymous annual survey. He asked the PI's to remind the CCRs to use the clinic's incident reporting process to log, track and respond to lab or protocol deviations.	

	Plans to clarify the roles and expectations for ACTRI PIs in the study start up process through a new Service Level Agreement, develop a 60-day implementation roadmap for new ACTRI services and resource changes, post operational performance metrics on the CCR webpage, and conduct customer satisfaction surveys when studies close or transition phases occur. The opening of Level 2 is expected to increase access, especially in the morning. Mark highlighted a long-standing issue with the pharmacy's biohazard compounding due to inadequate exhaust and negative pressure systems, noting that the necessary upgrades would cost $500,000 and take up to 18 months. He mentioned exploring alternative solutions, such as an outside compounding service, and emphasized the need to inform potential investigators about the limitations on vector-mediated studies involving hazardous materials	
Ad hoc topics	Jamison provided an update on CIRM funding opportunities, including a large multi-PI grant and smaller grants opening soon. He offered to give a more detailed presentation on CIRM funding in the fall.	CIRM funding opportunities will be shared to committee via email.
Next steps and announcements (Dr. Smith)	Davey encouraged members to email him or Liz with topics they would like to discuss during the next meeting, and in regard to the grants. Considering a BRAID presentation during a future meeting.	
Next meeting July 15		