

### Executive Committee Meeting Minutes March 17, 2026

**Present:** Adriana Tremoulet, Borsika Rabin, Christina Chambers, Colin Depp, Davey Smith, Gretchen Bandoli, Katie Fisch, Kathryn Gold, Mark Wallace, Maryam Gholami, Mike Hogarth, Raul Lizarraga, Sam Ward, Stephanie Farrell, Suzanne Page

**Absent:** Adrienne Markworth, Amertah Perman, Jamison Langguth, John Ayers, Lin Liu, Liz Johnson, Paul Watson, Shane Crotty

**Guests:** Carlos Rojas, Su-Yin Chang, Bekah Yohe, Bernadette Cale, Kevin Muschter, Marni Jacobs, Parag Patwardhan

**Recorder:** Nancy Giordanengo

Agenda Item	Notes	Action Items, Comments
Call to Order	Davey Smith called the meeting to order at 2:30pm.	
Opening Remarks (Davey Smith)	Davey welcomed the committee and guests to the meeting.	
Approval of January Meeting Minutes	The committee approved the January meeting minutes by consensus.	
Director's Update - External Advisory Committee Meeting Debrief	<p>Davey provided a debrief of the March 10 External Advisory Committee (EAC) meeting, highlighting major strengths such as strong and complementary leadership, continued expansion of clinical research infrastructure and facilities, robust training and workforce development programs supporting investigators across career stages, strong community engagement and partnerships addressing health disparities, growing regional collaborations across health systems and institutions, and new initiatives strengthening translational science, including the Translational Research Hub and expanded informatics capabilities.</p> <p>The EAC recommended to further define a clear ACTRI "North Star" strategic vision. They would like us to continue alignment with NCATS priorities, including rigor and reproducibility, development of novel translational science methodologies, and research focused on solutions that improve health outcomes, along with increasing visibility and accessibility of ACTRI services across the research community.</p>	

<p>Evaluation (Maryam Gholami)</p>	<p>Maryam shared that the annual UM1 RPPR was submitted at the end of February.</p> <p>A publication was submitted in January, another is under final revisions for submission, and one is under preparation for submission in April.</p> <p>The evaluation services with the Center for Health Innovation at Jacobs is ongoing for the fourth year. Client satisfaction surveys for Clinical Coordinators and Regulatory Units are being monitored. New services such as a potential long-term collaboration with the Department of Medicine for a wellness survey, and possible surveys to ask clients about their experience with clinical trial start up, mid and end are being strategized.</p>	<p>Maryam and Sam: Discuss how to integrate the wellness survey efficiently through the CTSA.</p>
<p>Voucher Policy Update Presentation (Kevin Muschter)</p>	<p>Kevin presented a detailed update to ACTRI's voucher policy which include a refined eligibility model for a three-step approval process with Maryam handling administrative review for initial eligibility criteria before being reviewed by the service unit, and finance team. Also discussed, are proposals to combine the clinic, CRC, and CTSS vouchers into one category and allow multi-category applications to simplify administrative and accounting burden.</p>	<p>Kevin, Liz, Maryam: Implement post-award voucher balance notifications to PIs, including developing a process for more frequent updates.</p>
<p>Education &amp; Workforce Development (Colin Depp, Adrianna Tremoulet)</p>	<p>Colin shared the new K12 scholars including their departments and theses. 51 applications were received and 5 awardees were selected.</p> <p>The second Clinical Research Coordinator Bootcamp started on March 16. This 12-week didactics course aims to train community college students to become clinical research coordinators.</p> <p>The new Leadership Education and Development (LEAD) program welcomed its first scholar. The LEAD program is designed to support, mentor and train for 1-2 years in ACTRI leadership. This first scholar is a bioengineering and radiology faculty, and a good representative of team science.</p> <p>An interest survey will be sent to ACTRI members, K12 scholars and Pilot awardees to learn what kind of career development workshops are of interest in respect to AI.</p>	
<p>Biomedical Informatics and Data Science (Mike Hogarth)</p>	<p>Mike outlined plans for a centralized MyChart bulk messaging service for research recruitment, which aims to launch by June 2026. The service will be managed through ACTRI. The team is working on compliance requirements and standard operating procedures, with pricing still under discussion. The initiative aims to address invitation fatigue by centralizing recruitment notifications and managing opt-out patients.</p>	

	<p>A detailed account of the BIDS customer request metrics over the past 17 months was shared. A main portion of the work is extraction concierge service, which has become more popular.</p> <p>The potential REDCap recharge model and pricing (e.g., ~\$200/year per user) is still being discussed with leadership.</p>	
Pilot Projects (Gretchen Bandoli)	<p>Gretchen shared updates on the pilot projects, noting that the 2025 awardees are off-boarding and the new 2026 awardees have been selected. A cross-disciplinary committee of reviewers from various career stages evaluated 76 applications for this latest round.</p> <p>In 2027, the program plans to introduce CAB-determined themes, a shift back to the two-step application process, and translational science training for both applicants and reviewers.</p>	
Collaboration, Engagement, Dissemination and Implementation (Tina Chambers, Borsika Rabin)	<p>Tina provided updates on the Community Advisory Board (CAB) activities, including their first in-person meeting of 2026. Key challenges were identified including securing a complementary funding mechanisms and diversifying CAB membership. The new chair, Adrienne, did a tremendous job in her new leadership role.</p> <p>Strategic initiatives in progress are Rady Children's collaboration on pediatric medication safety, a Town Hall/Mixer, and a national TSBM Workshop to strengthen cross-unit collaboration on workforce development.</p>	
Center for Clinical Research (Kate Gold, Mark Wallace)	<p>Kate discussed the recent implementation to Monday.com to centralize project tracking. The new board incorporates PI feedback, town hall survey results, and future organizational priorities.</p> <p>The new monthly newsletter aimed to the Center of Clinical Research users was distributed to 390 people with an 83% open rate.</p> <p>The team is benchmarking clinic and coordinator service costs with peer universities and other CTSA sites. While user feedback on service quality has been positive, cost remains a concern, with some users noting the high expense as prohibitive.</p>	
Translational Research Hub (Katie Fisch)	<p>Katie shared they are near completion of migrating to the Freezerworks system. The project will include a physical re-inventory of the biobank.</p> <p>The Research Biobank has 28 active studies, while the BRIDGE Lab completed 11 consults in 2026 and is revamping the website.</p> <p>An assessment of the recharge rates to reflect actual costs is underway, along with possibly diversifying service offerings to</p>	

	<p>include data management and a biobanking data management service.</p> <p>The Center for Computational Biology has 27 active projects and 10 current vouchers.</p>	
<p>Element E (Sam Ward)</p>	<p>Sam presented two active Element E projects:</p> <ol style="list-style-type: none"> <li>1. <i>Improving Health and Decreasing Narcotic Morbidity in American Indian Tribes:</i> The project, led by Tommi Gaines, evaluates naloxone vending machines (ODPVMs) across 5 Tribal communities to reduce overdose deaths using a CBPR approach.</li> <li>2. <i>Novel Biosampling of the Upper Respiratory Tract for Immune &amp; Disease:</i> The project, led by Shane Crotty and Sydney Ramirez, establishes a scalable, standardized approach for sampling the upper respiratory tract to define normal human biology and measure variations across different populations and disease states.</li> </ol>	
<p>Next meeting April 21, 2:30-4:00</p>		