

Executive Committee Meeting Minutes April 21, 2026

Present: Adrienne Markworth, Borsika Rabin, Christina Chambers, Colin Depp, Davey Smith, Gretchen Bandoli, Jamison Langguth, John Ayers, Katie Fisch, Kathryn Gold, Lin Liu, Liz Johnson, Mark Wallace, Maryam Gholami, Mike Hogarth, Raul Lizarraga, Sam Ward, Shane Crotty, Stephanie Farrell, Suzanne Page

Absent: Adriana Tremoulet, Amertah Perman

Guests: Carlos Rojas, Su-Yin Chang, Bernadette Cale, Blanca Melendrez, Karole Ignacio, Marni Jacobs, Parag Patwardhan, 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 (Davey Smith)	Davey welcomed the committee and guests to the meeting.	
Approval of March Meeting Minutes	The committee approved the March meeting minutes by consensus.	
Director's Updates – External Advisory Committee: Strengthening our Path Forward	Davey presented External Advisory Committee (EAC) feedback emphasizing the need for: a unifying strategic vision ('North Star'); better articulation of health outcome impacts; a shift from identifying disparities to implementing solutions; expand CAB participation across CTSA components; expand training in AI, data science, and digital health; leverage Center for AIDS Research (CFAR) integration more formally; and increase collaboration with the Veterans Administration (VA) and regional systems.	
Research Rates and Service Level Agreements	The Research Operations and Finance Units are working with each recharge Unit for annual rate escalations. Notices will be sent by May 1 (60-days notice). The Units are also standardizing the Service Level Agreements (SLA) template, starting with CCR.	
EAC Implementation Science Advisor	A new Implementation Science Advisor to the EAC, Dr. Kristin Foley from Wake Forest School of Medicine was proposed. The Executive Committee agreed by consensus to appoint her to the EAC.	Borsika will send Dr. Foley a formal invitation.

<p>Evaluation (Maryam Gholami)</p>	<p>Maryam shared her detailed action items pertaining to the EAC’s recommendations which include, but not limited to: assist with defining ACTRI's ‘North Star’ theme; implement longitudinal outcome tracking; measure health outcomes/impact; create cross-unit performance dashboards; track service awareness, access and utilization (determine feasibility for this year); and report on progress at EAC meetings.</p> <p>The Year 2 RPPR templates will be emailed to the Unit leads in May and then Maryam will meet with each Unit to review Year 2 goals and activities. Final drafts will be collected by the week of Thanksgiving (before Nov 20).</p>	<p>Maryam will reach out to Unit Lead to discuss EAC recommendation items.</p>
<p>NIH Grants Management Update Presentation (Bekah Yohe-Lawrence)</p>	<p>Bekah presented on NCATS compliance initiatives, highlighting the new NIH Grants Management Unit's role in integrating compliance oversight and centralize grant operations. She outlined key priorities including public access compliance, clinical trial classification, and the implementation of NIH Common Forms, with ACTRI developing a compliance forecasting calendar, dashboard, and two-level ownership structure.</p>	
<p>Education & Workforce Development (Colin Depp, Adrianna Tremoulet)</p>	<p>In collaboration with University of California Irvine, Colin will develop and deploy AI-focused workshops for faculty and staff in research careers (e.g., grant writing).</p> <p>Colin will present at the National Workforce Development Enterprise Committee Meeting highlighting early returns of the CADRE program as it relates to Community College and CTSA Partnerships.</p> <p>Continued collaboration with CETI and Pilots is ongoing to determine how to meaningfully incorporate community input into K12 and pilot grant prioritization review processes.</p> <p>The R25 submission is planned for May 2026 highlighting Lauren Brookman-Fraze’s focus on implementation science.</p> <p>T32 opportunities (5 post-doc or 10 pre-doc) are still open for October.</p>	
<p>Biomedical Informatics and Data Science (Mike Hogarth)</p>	<p>Mike discussed the implementation of CAVIAR (Coverage Analysis Automation). CAVIAR converts OCAA excel into a CSV file for the Velos eTools importer. As part of the project, the BIDS team also performed a process map analysis to determine other chokepoints in the workflow.</p> <p>BIDS, MCC and WCG are collaborating to build a deviation log into Velos eResearch as OnCore’s deviation report is absent.</p> <p>Plans are moving forward to implement a yearly REDCap user fee starting July. The cost is still being determined although the VC’s</p>	

	<p>office has set a maximum price. The new fee will help address the deficit while ensuring costs don't exceed revenue.</p> <p>Final pricing model for Epic Research eConsent as a recharge service is still being considered.</p> <p>Mike is coordinating with compliance to finalize and launch the eRecruitment service via MyChart once the policy is approved. Challenges remain around patient registration and clinical trial alignment with patient interests.</p>	
Pilot Projects (Gretchen Bandoli)	<p>Gretchen provided an update on the Pilots Projects, noting that offboarding meetings for the first round were nearly complete, with a new round of pilots set to start May 1.</p> <p>A new PATHWAYS initiative for pediatric clinical research with a \$70,000 award for up to two years was announced. We received 34 applications and the selection committee will meet on May 8.</p>	
Collaboration, Engagement, Dissemination and Implementation (Tina Chambers, Borsika Rabin)	<p>Borsika shared the next ACTRI CAB meeting is scheduled for May 5. Key topics include updates on the CAB pilot review process and review the "San Diego County Community Health Needs Assessments" report to begin identifying priority research areas.</p> <p>The RC2 application moved to the second stage (submission May 2026). The R25 will be submitted by May 27.</p>	
Center for Clinical Research (Kate Gold, Mark Wallace)	<p>The second quarterly PI Town Hall was held on March 25. May move to bi-annual if attendance remains low.</p> <p>Clinic freezer access is restricted to only ACTRI clinic staff due to a non-ACTRI study team leaving out specimens which created protocol deviations. A lock has been placed on the freezer and the SOP CCR:017 ACTRI Clinic Laboratory Daily Operations has been update accordingly.</p>	
Translational Research Hub (Katie Fisch)	<p>Katie shared the Freezerworks migration for the Biobank has begun, starting with the ABCD study proceeded by all studies, followed by a re-inventory.</p> <p>A new funding stream from Diabetes Research Center provides a new subsidy up to \$5,000 for members. The team has begun targeted outreach to initiate projects/collaborations.</p>	
Next meeting May 19, 2:30-4:00		