

January 10, 2019  
10:00 a.m. to 11:00 a.m.



Conference call # (888) 585-9008  
Conference room # 844-494-458

Biomedical Research Advisory Council  
**Meeting Minutes**

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**Board Members Present:**

Daniel Armstrong, (Chair)  
Richard Nowakowski (Vice Chair)  
David Decker  
Charles Evans Wood  
Michael Fradley  
Conor Lynch  
Richard Houghten  
Tushar Patel  
Allison Eng-Perez

**Board Members not in Attendance:**

Mary Martinasek

**Oak Ridge Associated Universities (ORAU):**

Janet Kile, Senior Project Management Specialist  
Stephanie Sherwood, Project Manager

**Department of Health Staff:**

Bonnie Gaughan-Bailey, MPA, ASQ-CQIA, Administrator, Biomedical Research Section  
Teresa Mathew, MA, MSW, MPA, Advisory Council Liaison, Biomedical Research Section

A quorum was present. The meeting was called to order at 10:05 a.m. Board members received all pertinent meeting materials. Board members participated via conference call and could actively and equally participate in the discussion.

**I. Meeting Minute Approval**

Dr. Armstrong called for a vote on the prior meeting minutes (June 14, 2018). Dr. Nowakowski made the motion to approve the minutes. Dr. Houghten seconded the motion. Total votes for approval: (Total members voting: 9) Affirmative: 9, Negative: 0, Recusal: 0.

**II. Discussion of results from individual peer review stage**

Dr. Armstrong introduced Janet Kile to the board. Ms. Kile presented the results of the individual peer review stage and directed the board members' attention to the potential cut-off points for applications to move to the panel review stage. She also explained the spreadsheet of proposed peer review panels. The proposed panels were constructed based upon ORAU's recommended cut line and used the keywords and abstracts from the applications to group proposals according to areas of expertise needed from reviewers. Each reviewer that participated in the initial review stage will be invited to participate in the panel review stage if the proposal(s) they

reviewed are within the group that progresses to the panel review stage. Ms. Kile explained that these panels could be re-worked based upon the cut-off that the BRAC approves.

The BRAC discussed the results of the first stage of peer review, and voted on the following recommendations:

- 1) **Bankhead-Coley Cancer Research Program:**  
All proposals with a score of 3.0 or better will progress to the panel stage. In addition, the following proposals will move forward: 18-1014, 18-1158, 18-1203, 18-1091, 18-1092, 18-1184.  
Dr. Armstrong called for a vote. Dr. Nowakowski made the motion to approve this recommendation. Dr. Decker seconded the motion. Total votes for approval: (Total members voting: 9) Affirmative: 9, Negative: 0, Recusal: 0.
- 2) **James and Esther King Biomedical Research Program:**  
All proposals with a score of 3.0 or better will progress to the panel stage. In addition, the following proposals will move forward: 18-2033, 18-2016, 18-2091, 18-2122, 18-2009, 18-2038, 18-2006.  
Dr. Armstrong called for a vote. Dr. Nowakowski made the motion to approve this recommendation. Dr. Patel seconded the motion. Total votes for approval: (Total members voting: 9) Affirmative: 9, Negative: 0, Recusal: 0.
- 3) **Live Like Bella Pediatric Cancer Research Initiative:**  
All proposals with a score of 4.0 or better will progress to the panel stage.  
Dr. Armstrong called for a vote. Dr. Nowakowski made the motion to approve this recommendation. Allison Eng-Perez seconded the motion. Total votes for approval: (Total members voting: 9) Affirmative: 9, Negative: 0, Recusal: 0.
- 4) **Panels will be adjusted to include the any additional proposals listed above that were not initially included in the panels proposed by ORAU.**  
Dr. Armstrong called for a vote. Dr. Nowakowski made the motion to approve this recommendation. Dr. Wood seconded the motion. Total votes for approval: (Total members voting: 9) Affirmative: 9, Negative: 0, Recusal: 0.

### **III. Department of Health Update**

Bonnie Gaughan-Bailey provided an update on the progress toward starting a second round of survey collection for the Long-Term Impacts Survey. Results from the survey will be compiled into a one-page handout and should be available before the beginning of the 2019 Legislative Session. She also provided an update on the James and Esther King Symposium. The Symposium date and location are tentatively set for early May at the University of South Florida. More information will be made available once the date and venue are settled. Ms. Gaughan-Bailey provided follow-up information regarding the new reporting requirements issued by the Florida Department of Financial Services. A one-page reference sheet was developed explaining these requirements and has been distributed to DOH grantees. A copy of this one-page document is included for reference with the meeting minutes for this conference call.

### **IV. Public Comment**

No public comment.

The meeting adjourned at 10:50 a.m.