

## Meeting Logistics

<b>Item</b>	<b>Spinal Cord Research Advisory Committee (SCRAC)</b>
<b>Date</b>	April 16, 2020
<b>Time</b>	9:30 a.m. to 11:00 a.m.
<b>Location</b>	Call-in Only
<b>Purpose/Focus</b>	Spinal Cord Research Advisory Committee Meeting
<b>Notetaker</b>	Alicia Gascoigne, Court Reporter, Sargent’s Court Reporting Services, Inc. and Health Research Office staff, Pennsylvania Department of Health

## Attendees

### SCRAC Members:

#### In Attendance:

- Jacob G. Chalfin, “Jake,” Chair
- Benjamin Abramoff, MD, MS, Director of Spinal Cord Injury Services at the Penn Institute for Rehabilitation Medicine and Assistant Professor of Physical Medicine and Rehabilitation at the University of Pennsylvania.
- Franklin Caldera, D.O., M.B.A. Chief Medical Officer at the University of Pennsylvania Physical Medicine and Rehabilitation.
- Itzhak Fischer, Ph.D, Professor and Chair of the Department of Neurobiology and Anatomy at Drexel University College of Medicine and co-director of the Spinal Cord Center
- Michael Boninger, MD, Professor and UPMC Endowed Vice Chair for Research in the Department of Physical Medicine & Rehabilitation at the University of Pittsburgh, School of Medicine
- Rory A. Cooper, Ph.D., veteran with a spinal cord injury, Founding Director of the Human Engineering Research Laboratories, VA Pittsburgh Healthcare System, Pittsburgh PA; FISA/PVA Distinguished Professor of the Department of Rehabilitation Science and Technology and Associate Dean for Inclusion, School of Health and Rehabilitation Sciences, University of Pittsburgh

#### Not In Attendance:

- Alex Charlton, father of daughter with spinal cord injury
- Elizabeth Tyler-Kabara, MD, neurosurgeon, Children’s Hospital of Pittsburgh
- Joel Winer, MD, neurosurgeon, Wellspan Health, York, PA

### Department of Health Staff Present:

- Penny E. Harris, M.Ed., CAC, LPC, Director, Health Research Office
- Chris Albright, Administrative Officer, Health Research Office
- Pamela Brown, Management Technician, Health Research Office
- Meghna Patel, MHA, Deputy Secretary for Health Innovation
- Emily Roussel, Executive Assistant to Deputy Secretary Meghna Patel
- Bob Richardson, Department of Health Consultant

### Others In Attendance:

- Michele Masucci, PhD, Vice President for Research; Professor, Department of Geography and Urban Studies; Director, Information Technology and Society Research Group, Temple University
- Maggie McDonald, PhD, Office of Academic Affairs, Health Science, University of Pittsburgh
- Janet Kile, Oak Ridge Associated Universities in Oak Ridge, Tennessee

## Agenda

ID	Description	Owner	Time
1	Welcome and Introductions	Meghna Patel	9:30 am – 9:35 am
2	Review and Approval of Meeting Minutes	Meghna Patel	9:35 am – 9:40 am
3	Formal votes on a Committee Chair	Meghna Patel	9:40 am – 9:45 am
4	Follow up to last meeting a) Spinal Cord Injury Research FAQ for DOH website b) Conflict of Interest policy document	Meghna Patel and Jacob Chalfin	9:50 am – 10:00 am
5	Follow up on pending questions a) Modification or removal of public commentary to determine research topic b) Tier grants c) SCRAC participation in review of applications	Jacon Chalfin, Meghna Patel, and Penny Harris	10:10 am – 10:40 am
6	FY 2020-2021 planning (includes FY 2019-2020 funds) a) Research topic selection b) RFA development c) Timeline of events a. RFA release b. Application acceptance period c. Applications review process d. Final grantee(s) selection	Meghna Patel and Jacob Chalfin	
7	Open Discussion	All attendees	10:40 am – 10:55 am
8	Closing and Next Steps	Meghna Patel	10:55 am – 11:00 am

## Discussion

ID	Discussion
1	<i>Meghna Patel</i> , Deputy Secretary for Health Innovation, introduced herself. Committee members, and DOH staff introduced themselves. Public attendees introduced themselves.
2	<i>Dr. Rory Cooper</i> moved to accept the meeting minutes of January 15, 2020. <i>Dr. Itzhak Fischer</i> second. No discussion. No opposition or abstentions. The motion passed unanimously.
3	<i>Dr. Rory Cooper</i> moved to approve <i>Jacob Chalfin</i> as Chair for the Spinal Cord Research Advisory Committee. <i>Dr. Itzhak Fischer</i> second. No discussion. No opposition or abstentions. The motion passed unanimously.
4	<p>Follow up to last meeting</p> <ul style="list-style-type: none"> <li>a) Spinal Cord Injury Research FAQ for DOH website <ul style="list-style-type: none"> <li>▪ Members agreed to take the discussion of the Spinal Cord Injury Research FAQ offline for discussion in email.</li> </ul> </li> <li>b) Conflict of Interest policy document <ul style="list-style-type: none"> <li>▪ <i>Jacob Chalfin</i> moved to finalize the Conflict of Interest Policy. <i>Dr. Itzhak Fischer</i> second. No discussion. No opposition or abstentions. The motion passed unanimously.</li> </ul> </li> </ul>
5	<p>Follow up on pending questions</p> <ul style="list-style-type: none"> <li>a) Modification or removal of public commentary to determine research topic <ul style="list-style-type: none"> <li>▪ <i>Keith Fickel</i> confirmed public commentary is not a requirement.</li> <li>▪ Members discussed the delay public commentary would cause.</li> <li>▪ <i>Jacob Chalfin</i> moved to forego public commentary. <i>Dr. Itzhak Fischer</i> second. No discussion. No opposition or abstentions. The motion passed unanimously.</li> </ul> </li> <li>b) Tier grants <ul style="list-style-type: none"> <li>▪ <i>Emily Roussel</i> provided a description of Minnesota’s tier grant process (Appendix C).</li> <li>▪ <i>Keith Fickel</i> sees no issue in moving funds from one tier to another.</li> <li>▪ <u>Estimated</u> tiers in the amounts of \$75,000; \$150,000; \$250,000.</li> <li>▪ Staff will work on an approach to tiers and amounts. Staff will email document to committee members for input. <i>Meghna Patel</i> will look at scheduling a meeting in the future to finalize.</li> <li>▪ Staff will work on clean version of RFA with tiers for \$2,000,000, and share with committee.</li> </ul> </li> <li>c) SCRAC participation in review of applications <ul style="list-style-type: none"> <li>▪ Per <i>Meghna Patel</i>’s inquiry with Legal, if the committee member has no direct relationship with applicant, a process can be created to include committee members in review of redacted applications. Redacted documents provided to committee member after ORAU’s peer review.</li> <li>▪ Statute requires the Department to award the grants in the order of ranking.</li> <li>▪ <i>Meghna Patel</i> will formalize member’s participation in review of applications in the recommendation to the committee in a few weeks.</li> <li>▪ <i>Janet Kile</i> from ORAU gave a description of the peer review process.</li> <li>▪ <i>Meghna Patel</i>, <i>Emily Roussel</i>, <i>Keith Fickel</i>, and <i>Penny Harris</i> will work on a solution to include the committee in the review of applications.</li> </ul> </li> </ul>

6	<p>FY 2020-2021 planning (includes FY 2019-2020 funds)</p> <ul style="list-style-type: none"> <li>a) Research topic selection <ul style="list-style-type: none"> <li>▪ Committee come up with a good research overview description.</li> </ul> </li> <li>b) RFA development <ul style="list-style-type: none"> <li>▪ Committee to continue to review Appendix C and D, and the research program guiding principal language. Staff will follow up in an email and committee will provide their additions/changes by the end of April.</li> <li>▪ <i>Penny Harris</i> will create one document with language, including <i>Jacob Chalfin's</i> suggested language here, and email to committee members.</li> <li>▪ RFA language completed by May 1, 2020.</li> </ul> </li> <li>c) Timeline of events <ul style="list-style-type: none"> <li>a. RFA release <ul style="list-style-type: none"> <li>▪ Once RFA language is complete, it will go to Procurement, which takes six to eight weeks.</li> <li>▪ Once Procurement's review is complete, aim to have the RFA posted by July 1, 2020.</li> </ul> </li> <li>b. Application acceptance period <ul style="list-style-type: none"> <li>▪ Applications due September 15, 2020.</li> </ul> </li> <li>c. Applications review process</li> <li>d. Final grantee(s) selection</li> </ul> </li> </ul>
7	Open Discussion - None
8	<p>Next Steps</p> <ul style="list-style-type: none"> <li>▪ Staff will send out the Spinal Cord Research FAQ to committee members. Committee will provide feedback by the end of the month. Staff will post to the public website.</li> <li>▪ Staff will provide committee more information on the tier grant and how that would look with Pennsylvania's funding structure and the time frame.</li> <li>▪ Staff will get committee a recommendation and explanation on how the Committee can be inserted as a blind review of applications and how that would look like by the end of April.</li> <li>▪ Committee will look at the guiding principle language, and the language from the program - research program from Minnesota, and see if committee has suggestions and additions to that language, so RFA can be finalized.</li> <li>▪ <i>Jacob Chalfin</i> asked committee to provide bio and picture to staff for the public website if they have not already done so.</li> </ul>
9	<p><i>Meghna Patel</i> and <i>Jacob Chalfin</i> expressed appreciation for the Committee's time and participation. Meeting concluded at 11:00 am.</p>