
RECORDED MINUTES
Research Policy Committee

June 11, 2007 Meeting
3:30 PM

PRESENT:

Amy Arai, Ph.D.
Don Caspary, Ph.D., Ex-Officio
M. Steven Evans, M.D.
Mark Francis, M.D., Chair
Robert Helfert, Ph.D.
Mary McAsey, Ph.D.

Joseph Milbrandt, Ph.D.
Peter Patrylo, Ph.D.
Sophia Ran, Ph.D.
Laura Rogers, M.D.
Linda Toth, Ph.D., Ex Officio

ABSENT:

Carol Bauer, M.D.
Sukesh Bhaumik, Ph.D.
Kathy Campbell, Ph.D.
Tim Koschmann, Ph.D.

Prema Narayan, Ph.D.
Bradley Schwartz, D.O.
Ko Watabe, Ph.D., Ex Officio

The meeting was called to order at 3:30 pm.

Approval of Minutes

The April 9, 2007 minutes were approved.

Announcements

Dr. Toth introduced Dr. Sandra Puczynski to the committee. Dr. Puczynski has been hired to serve in a new position as Director of Clinical Research Development. She will report to the Associate Dean of Research and Faculty Affairs and has her appointment in the Department of Medicine. In this new position, she will be actively involved in planning, developing, and implementing programs to enhance clinical and translational research at SIUSOM. In this new position, she will serve *ex-officio* on both the RPC and SCRIHS.

I. Research Policy Committee Election Results

Dr. Francis reported that the RPC elected Drs. Pauza, Caspary, Premkumar, Johnson, and Liberati to be nominated by the RPC for RPC membership. Unfortunately, Dr. Pauza is leaving SIUSOM, so she will not be able to serve. The committee discussed who should replace Dr. Pauza. After reviewing the election results and the balance of the committee, the RPC elected Nicole Roberts to be nominated for membership on the RPC.

The RPC chose Dr. Campbell to be nominated as Chair and Dr. Ran to be nominated as Vice Chair.

These recommendations now go to the Faculty Council for their review, after which they will make their recommendations to the Dean, who will make the final decision.

Dr. Francis asked the committee whether this election was indeed the intention of the RPC as drafted in the operating paper or whether they would prefer the Chair to choose members from the

nominations of RPC members, which was a suggestion he subsequently received. The committee preferred the election.

Dr. Francis also asked about representation on the RPC. Because there are 14 departments, the committee did not favor a member from each department and did not favor selecting a “representative from X department”; they want to know the person who would serve on the committee. Indeed, it was pointed out that at times the RPC had members who were not engaged in research. Dr. Francis recommended that clear lines of communication be established between the RPC and departments that are not represented on the RPC.

II. **Subcommittee Report for Policy for Allocation of Laboratory Space**

The latest draft of the Policy for Allocation of Laboratory Space was sent to RPC members for their review. By e-mail, the RPC voted to have a comprehensive review every three years rather than have a review of one third of the labs every year. At the meeting, the RPC discussed whether or not the Allocation of Laboratory Space Committee should be a subcommittee of the RPC or whether we should recommend that this committee be a standing SIUSOM committee. The RPC decided that the committee should be a subcommittee of the RPC. During further discussion of this policy, the committee recommended one change: new faculty members should not be reviewed until they have been at SIU for three years. With this revision, the committee voted to approve the Policy for the Allocation of Laboratory Space.

Dr. Francis thanked the subcommittee members, Drs. Campbell (Chair), Arai, Koschmann, Milbrandt, and Ran, for their efforts in formulating and drafting this policy. Dr. Francis will solicit nominations for membership on this subcommittee by e-mail. Once the nominations are completed, the RPC will vote for membership by e-mail. Dr. Toth indicated that the first review under this new policy will take place this Fall.

III. **Subcommittee for Animal Care and Use Committee**

Dr. Helfert, Chair of the Animal Care and Use Subcommittee, summarized its report for the RPC. The subcommittee commended the LACUC for its excellent job in safeguarding research on the Springfield campus. Two areas of concern emerged during their review: 1) the increased complexity of the LACUC protocol application and 1) the manner in which the LACUC conducts its review. In response to these concerns, the subcommittee recommended the following:

“With regard to the complexity of the application, the subcommittee recommends the following: 1) Establish boilerplate language and make it available on the intranet for the applicant to cut and paste in their application; 2) Faculty must be encouraged to resort to LACUC policy documents for helpful language and suggestions. These policies can be downloaded as a PDF document at <http://intranet.siumed.edu/forms/lacuc/>; 3) Applicants must be encouraged to contact the DLAM veterinarians for advice on any aspect of animal handling; 4) the LACUC should insist on details only when it comes to direct animal handling, and accept abstracted versions of the experimental design for each aim; 5) helpful hints and boilerplate language could be included in the DLAM newsletter; 6) Help menus could be inserted in the latest version of the protocol application to assist the investigator.

“As to enhancing the LACUC review process, the subcommittee supports the following recommendations: 1) The LACUC chair should discuss proper review procedures and “etiquette” during the first meeting as well as at orientations for the new members; 2) Revise the operating paper to include a section on the review process and require that the committee read the operating paper at the beginning of each academic year; 3) Provide investigators with the opportunity to be available when their applications are being discussed at meetings so that they may provide

clarifications and receive clearer instructions for revisions post hoc; 4) Reviewers should be encouraged to contact the applicant to discuss potential problems and remedies prior to the meeting in which his or her protocol is to be discussed."

In addition, Dr. Helfert reported that Drs. Pauza and Liberati have begun annual orientation classes to provide instruction to new members on various LACUC functions and their responsibilities on the committee. This program should enhance awareness of committee guidelines among all members as well as improve the quality and consistency of protocol reviews.

Research Policy Committee members had the opportunity to review the report that was sent to them via e-mail, and after further discussion they voted to approve the recommendations of the subcommittee. Dr. Francis thanked Drs. Helfert (Chair), Ran, Patrylo, Arai, and Bhaumik for their diligence and demeanor in their examination of LACUC and its recommendations. Dr. Francis will send this report to Faculty Council and to Dr. Pauza, Chair, LACUC.

IV. **Near-Miss Submission Deadlines**

Dr. Toth reviewed the EAM Near-Miss grant cycles with the RPC. There will be two EAM Near Miss submissions each year with awards up to \$25,000 per funded proposal. These will occur in January and September. The Central Research Committee Near-Miss grant cycle will occur in May each year with awards up to \$15,000 per funded proposal.

Dr. Toth reported that the level of funding available for CRC and EAM will likely decrease if the Faculty Achievement Award in Research Program is approved and implemented.

V. **SCRIHS and ADRFA Activities Update**

Dr. Toth provided a written report that summarizes actions taken in response to the RPC's recommendations for SCRIHS. In addition, Dr. Toth also reported that she meets monthly with SCRIHS staff.

Dr. Toth reviewed the FDA audit of SCRIHS that occurred earlier this year. Concerns were raised about SCRIHS review of some investigator-initiated trials at SIU. As a result of this audit, a statistician has been added to SCRIHS to address the FDA's recommendation for investigator-initiated studies. There was also a review of other previously approved investigator-initiated trials at SIU.

Dr. Toth gave a summary of ADRFA activities that was also given at the Research Town Meeting. These activities included:

- Seventeenth Annual Trainee Research Symposium with 31 participants
- Faculty Achievement Award in Research, that is still pending approval at Carbondale
- Clinician Scientist Program
- Office of Technology Transfer with the implementation of the Concept Development Award
- Hiring a Director of Clinical Research Development
- Research Imaging Facility for *in vivo* bioluminescence instrument under the direction of Dr. Helfert
- Seminar series covering grant writing and ethics

Dr. Toth reported that the Research Town Meeting was held on June 6, 2007 in the South Auditorium. Dr. Toth thanked Dr. Koropchak and faculty members for their excellent presentations. However, attendance was low, and she strongly encouraged faculty to participate in these informational sessions.

Dr. Toth shared the results of EAM and CRC funding since 2000. Of note, there is a similar success rate between clinical and basic science departments, although many of the awards to clinical departments were to PhD faculty members.

The meeting adjourned at 5:00 pm