

Associate Directors Meeting MINUTES

MEETING DATE/TIME	November 8 th , 2021 / 1:00 – 2:00 pm			
EXECUTIVE OWNER	Eileen White/Anita Kinney			
EXECUTIVE NOTE TAKER	Gina Londino-Greenberg			
ATTENDEES		Present		Present
	David August		Edmund Lattime	X
	Adam Berger	X	Gina Londino-Greenberg	X
	Andrew Evens	X	Linda Tanzer	X
	Shridar Ganesan	X	Allison Warzala	
	Howard Hochster	X	Eileen White	X
	Yibin Kang		Rita Musanti	X
	Anita Kinney	X	Tracie Saunders	X
	Haejin In	X		

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION /ACTION
Urgent Issues (Team)		
New Business (Team)	<p>The next Joint Rutgers Cancer Institute/Princeton Research Conference will be held in January 2022. The Save the Date email was recently sent out. S. Chaudhary is visiting the potential meeting space at Princeton University this week, as Princeton University's space in its Frick Chemistry Laboratory is not available for the event. It is hoped that this event can be held in-person. However, the Education and Training department is waiting to see how Princeton University is arranging such events in relation to COVID-19 considerations. So far, Rutgers Cancer Institute is considered an outside entity in hosting this event, and so will need to provide liability insurance. It is expected that the decision of whether to hold this event in-person or virtually will be made by the end of this week. All potential speakers have been contacted, though not all have been confirmed.</p> <p>The D43 grant application put in by R. Marlink, which relates to training in Botswana, seems likely to be funded. Recruitment for the project is being started and there will be a broad search for candidates.</p> <p>A Clinical Trial linked to the partnership with the Ludwig-Princeton Branch has been submitted to the SRB for IRB review and is expected to open by the end of November or early December 2021.</p> <p>A Needle Biopsy Clinical Trial also needs to be discussed in a meeting with E. White, S. Ganesan, D. Toppmeyer, and Junior Clinical Faculty to be identified by S. Ganesan. This meeting will cover the logistics and technical feasibility of conducting the study.</p>	<p>T. Saunders will notify E. White when the Ludwig Clinical Trial has been approved.</p> <p>E. White will follow up with S. Ganesan to have the meeting arranged.</p>
Deputy Director's Report (White)	The Ludwig-Princeton Branch is conducting a faculty search in the form of a mini-symposium that will happen in early December 2021. The focus will be on cancer metabolism.	
Catchment Area Updates (Kinney)	Upcoming pilot award mechanisms (including the translational research pilot award RFA being released via the CETI) need to include catchment area relevance as a review criterion. A. Kinney reported no applicants to the current pilot award mechanism issued to promote consortium collaborations, despite P. Debenedetti and Y. Kang confirming that the funding amount was appropriate for engaging Princeton University PIs. A general discussion followed about the challenges of engaging Princeton University. H. Howard has been engaged in some policy work with CPC Program Members.	S. Ganesan will be assessing the applications to the translational research pilot award RFA for catchment area relevance.

	<p>Another of A. Kinney's pilot award RFAs had one Basic Research PI apply. This set of applications will include Citizen Scientists as reviewers. Another group of Citizen Scientists is close to finishing their training.</p> <p>Meetings with the DSGs are finishing up. Enrollments of minority patients into clinical trials continue to be subpar. CINJ needs to figure out how to address this serious issue.</p> <p>Cancer Health Equity needs to be on the agenda for the May 2022 Annual Retreat on Cancer Research in New Jersey. E. Lattime stated that the meeting date for this event should be getting set soon, so long as the event can be held in-person. Getting community member to attend the Retreat during the daytime can be challenging. The late afternoon and evening times better fit their schedules. A separate meeting with a select group of scientists for the community members could perhaps be arranged for the night before the Annual Retreat.</p> <p>The first batch of "Science to the Sidewalk" videos will soon be made available on the Internet.</p> <p>The CCHE will soon be distributing its Annual Report.</p>	
<p>Disease Study Groups and Catchment Area/SRB Proposals/Clinical Trials enrollments and reporting (Musanti and Saunders)</p>	<p>Please see attached slide set. There was agreement that the quarterly review of minority patient accruals into clinical trials needs to include recommendations and implementation of strategies to promote increased accruals. The percent of targeted minority patient accrual is dependent on what is set at the time of the SRB Review. The question was raised of how that metric is set. There was agreement that the metric needs to be set as a percent of all analytic cases. All investigators on interventional trials should have a minority patient enrollment plan. They can reach out to D. Pearson for a report to help to identify targets. Discussion then followed about the ultimate issue of how to go about increasing minority accruals, regardless of what target metrics are set. A future AD meeting needs to be focused on a system-wide discussion and plan to bolster minority accruals. D. Pearson can provide the tables with needed numbers for the enrollments.</p>	<p>R. Musanti and T. Saunders will work with A. Kinney to finalize the plans for integrating catchment area relevance into the DSGs and SRB.</p>
<p>Next Meeting</p>	<p>December 13th at 1:00 pm</p>	