CPCRN

Cancer Prevention and Control Research Network

CPCRN Steering Committee Meeting Minutes
December 18, 2019
12:00 - 1:00 PM ET

Roll Call:
Colorado SPH – Betsy Risendal, Andi Dwyer
Emory – Cam Escoffery
New York University-CUNY – Chau Trinh-Shevrin, Simona Kwon, Victoria Foster
U. Arizona –
U. Iowa – Natoshia Askelson, Heidi Haines
UNC-Chapel Hill – Jennifer Leeman, Catherine Rohweder, Alison Brenner
U. South Carolina – Daniela Friedman, Sam Noblet
U. Washington-Seattle – Linda Ko, Peggy Hannon, Thuy Vu
CDC – Mary White, Sue Sabatino
NCI – Cindy Vinson
UNC Coordinating Center – Stephanie Wheeler, Becky Lee, Rebecca Williams, Alexa Young

All documents from this meeting are located in the CPCRN Steering Committee Google Drive folder (link).

Agenda Item and Presenter	Comments, Notes, and Discussions	Decisions and Action Items
CPCRN Supplement in *Preventive Medicine* (*Wheeler*)	-In CPCRN4, members collaborated on a Network-wide 12-article special supplement in *Preventive Medicine* -The special issue officially came out this past week; thank you to Lee for leading the entire administrative process for the Issue, to Leeman for her leadership in overseeing the content management and getting everything put together, to our guest editors, Hannon, Glanz, and Shannon, and to all contributing authors. Thank you!	-The CPCRN Twitter account will be sending out tweets throughout the week to promote the special issue
Debrief from the D&I Conference (*Wheeler*)	-The Coordinating Center disseminated a document listing all CPCRN-related oral presentations and posters at the D&I Conference in advance of the event -There was a great turnout at the D&I conference CPCRN luncheon; thank you to	-Members who are interested in having their D&I posters and/or oral presentations featured on the CPCRN website may email them to Young

Debrief from the D&I Conference *Continued* (*Wheeler*)	Lee for organizing, and Leeman for hosting the meet-up -Suggestions for next year: • [Trinh-Shevrin]: *Further emphasis on cancer disparities and health equity* -Young sent out an email request yesterday for oral and poster presentations from the D&I Conference to be featured on the CPCRN website	at the Coordinating Center
CPCRN5 Kickoff Meeting Registration and Agenda (*Wheeler*)	-Wheeler walked SC members through the current draft of the Kickoff Meeting Agenda **Pre-Meeting – Sunday, January 28th** • 7PM: Optional welcome reception dinner at the Rizzo Center for those who are in town already **Day 1 – Monday, January 29th** • 8AM: Breakfast for hotel guests • 9AM: New Center/Investigator orientation • 10:30AM: PI and federal agency partner meeting (to discuss shared leadership, operational structure, and strategic direction of the Network); simultaneous PD meeting • 12PM: Working luncheon • 1PM: Federal agency partner (CDC and NCI) remarks • 1:30PM: Collaborating Center presentations (to get a sense of shared overlap and research interest to stimulate ideas for Workgroup brainstorming in Day 2) • 5PM: Adjourn Day 1 • 6PM: Group dinner in downtown CH **Day 2 – Tuesday, January 30th** • 7:15AM: Breakfast for hotel guests • 8AM: Workgroup concept presentations (for those who pitched concepts in advance of the meeting) • 10AM: Consensus workshop on Workgroup formation (to brainstorm potential themes) • 12PM: Lunch	-Investigators are encouraged to send suggestions/feedback about the Kickoff Meeting Agenda to the Coordinating Center

CPCRN5 Kickoff Meeting Registration and Agenda *Continued* (*Wheeler*)	• 1PM: Planning next steps (for Workgroup structure and strategic direction of the Network for Cycle 5) • 3:30PM: Adjourn Day 2 -Questions/Comments: • [Friedman]: *While people prepare Workgroup ideas in advance, new things may emerge. I wonder if there could be some sort of introduction on Day 1 about the Workgroup concepts so that we can be thinking about ideas for Workgroup formation at least a day in advance; maybe we could include this in the Collaborating Center presentations.* ○ [Wheeler]: *That's a good idea. We'll ask PIs to include a brief introduction to continuing Workgroups and/or Workgroup concepts in their Center presentations*	

CPCRN5 Kickoff Meeting Presentation Guidance (*Wheeler*)	-**Collaborating Center Core Project Presentations:**
	• The goal is to hear from each Center about their local core project and particular Center strengths that might facilitate CPCRN cross-center research collaboration. Each Center PI/MPI team should prepare a 15min presentation to briefly describe their:
	  ○ Collaborating Center-specific core project (in 250-250 words max);
	  ○ Collaborating Center members' strengths (i.e. topic areas of research focus; key methodologic expertise; key community partnerships, etc.);
	  ○ Potential opportunities for collaboration with other workgroups and/or centers
	• An additional 10 minutes will be allotted for discussion
	
	-**CPCRN Cross-Center Workgroup Idea Presentations:**
	• The Coordinating Center has circulated a 1pg Workgroup Concept
		-PI/MPIs from each Collaborating Center should send the Coordinating Center an abstract for their respective Collaborating Center Core Project by **Monday, January 13th**
		
		-Members who are interested in proposing cross-center workgroup ideas should submit a completed cross-center workgroup concept paper template to the Coordinating Center by **Monday, January 13th**
		
		-PIs and PDs should gather information from their

CPCRN5 Kickoff Meeting Presentation Guidance *Continued* (*Wheeler*)	Paper template that has been used in the past to create Workgroups; asks members to list:
	- Proposed Workgroup topic;
	- Potential lead investigator(s);
	- Brief rationale;
	- Preliminary planned activities;
	- General timeline;
	- Estimated resources needed
	- Members who wish to propose a cross-center workgroup idea are being asked to complete the template. Those that are not submitted in advance of the meeting may also be proposed during the CPCRN5 Kickoff Meeting
	- Cross-center workgroup concepts may be related to or informed by Collaborating Center core project ideas, but should not be completely overlapping work. Cross-center Workgroups should reflect collaborative projects formed between at least two Collaborating Centers around mutual topics of interest and include sufficient investment of time and resources by Collaborating Centers to make the work possible
	
	-Questions/Comments:
	- [Leeman]: *With respect to the potential lead investigators portion of the template, what if I have an idea that I want to propose, but I don't know who out their will be interested in collaborating?*
	    - [Wheeler]: *On this form, list your own name, and then indicate that you're interested in having another investigator join you.*
	- [Escoffery]: *Is the purpose of the meeting to get all of the ideas out there and then come to a consensus about some to start with in this cycle? Or will this be the beginning of a conversation followed by a continuing discussion over future calls?*
	    - [Wheeler]: *Yes to both. The goal is to get the conversation*
		investigators who will not be able to attend the Kickoff Meeting about their interests for potential Workgroups and how they might be willing to engage in this Cycle

CPCRN5 Kickoff Meeting Presentation Guidance *Continued* (*Wheeler*)	*going, and ideally to reach an initial consensus about concepts and who's going to lead them on Day 2. But in the past, and something I think we will continue with, is an open call for additional emerging ideas as we mature as a Network. We recognize that there is overlap among concepts that may emerge, and different Workgroups may have different lifecycles as well, so we want this to be an organic process. In Cycle 4, we had four new Workgroups that emerged as others sunsetted in the last two years of the Cycle.*
	
	• [Risendal]: *Last time around, how many Workgroups did you end up with after the initial Annual Meeting?*
	    ○ [Wheeler]: *There were two Workgroups that were signature projects, and these reflected Network involvement from all eight collaborating centers, in addition to several smaller Workgroups with 10-12 people each. Altogether, we ended up with five or six Workgroups.*
	    ○ [Leeman]: *I don't think of an optimal number in terms of size. Rather, I think we should make sure that each Workgroup has a clear idea of commitment. One of the things I'm going to focus on is to specify what we're asking of people who intend to collaborate, to ensure that they're really invested and on the same page about how they will be asked to contribute.*
	• [Askelson]: *Are there thoughts about how we can be more inclusive of our co-investigators who aren't there as we navigate that process of narrowing the focus of Workgroup concepts and leads?*	

CPCRN5 Kickoff Meeting Presentation Guidance *Continued* (*Wheeler*)	o [Wheeler]: *This is where I would look to PIs and PDs as right-hand people to help us think carefully about what strengths of their center's investigators and where they could potentially contribute. I would encourage you to gather information to get a sense of what their collaborative ideas might be, or in what capacity they might be interested in engaging.* o [Williams]: *We can also enable remote participation in that session so that, if you have investigators who are interested in being actively involved, they can contribute remotely.*	
Federal Agency Partners' Corner (*CDC, NCI*)	-CDC [Sabatino] • Nothing to report -NCI [Vinson] • Nothing to report	