

CPCRN Steering Committee Meeting Minutes

January 14, 2020

2:00 - 3:00 PM ET

Roll Call:

Colorado SPH – Betsy Risendal

Emory – Cam Escoffery

New York University-CUNY – Chau Trinh-Shevrin, Simona Kwon, Victoria Foster, Julie Kranick

U. Arizona – Cyndi Thomson, Rosi Vogel

U. Iowa – Natoshia Askelson, Heidi Haines

UNC-Chapel Hill – Jennifer Leeman, Catherine Rohweder, Alison Brenner

U. South Carolina – Daniela Friedman, Jan Eberth, Sam Noblet

U. Washington-Seattle – Thuy Vu, Linda Ko

CDC – Arica White, Sue Sabatino

NCI – David Chambers, Cindy Vinson, Robin Vanderpool

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
Coordinating Announcements (Wheeler)	<p>-The CPCRN5 Kickoff Meeting will take place on January 27-28, 2020 in Chapel Hill, NC</p> <p>-Several CPCRN members will also be convening at the 2019-2024 PRC Kickoff Meeting from January 22-24, 2020 in Atlanta, GA</p> <ul style="list-style-type: none"> • [Wheeler]: <i>Since several CPCRN members will be in attendance at the meeting, do any federal agency partners have thoughts on how to go about meeting up?</i> <ul style="list-style-type: none"> ○ [A. White]: <i>We were thinking more along the lines of a meet-and-greet since the CPCRN5 Kickoff Meeting will be taking place the following week. If anyone</i> 	<p>-Members who have yet to serve as Steering Committee co-chairs and are interested in serving in this role in a specific year moving forward in Cycle 5 should contact the Coordinating Center with this request</p> <p>-If any members have interest in holding a working meeting during the</p>

<p>Coordinating Announcements <i>Continued</i> (Wheeler)</p>	<p><i>would like to have a working meeting, we have the time and space to do that as well.</i></p> <p>-Thank you to Cam Escoffery and Daniela Friedman for agreeing to serve as Steering Committee co-chairs for the first year of CPCR N Cycle 5!</p>	<p>2019-2024 PRC Kickoff Meeting, email Stephanie Wheeler and Arica White to inquire</p>
<p>CPCR N5 Kickoff Meeting Logistics (Lee)</p>	<p><i>-Summary of Logistics:</i></p> <ul style="list-style-type: none"> • Members must find their own transportation to the Rizzo Center (Uber, Lyft, taxi, etc.); be sure to use address, <i>DuBose Home Lane</i> • Guests may check-in upon arrival in the main building; meeting folders may be picked up at this time (includes agenda, logistics, workgroup concepts, collaborating center abstracts, and walking trail maps, among other documents). • On Sunday night, a welcome reception will be held (complete with heavy hors d'oeuvres) in room 188 of the Rizzo Center • On Monday night, dinner will be held at a restaurant in Chapel Hill; shuttle will be available for transportation to and from dinner • Check-out is at noon on Tuesday, so members must be out of their rooms by this time; luggage can be stored at the front desk • A shuttle will be available to take attendees to the airport at the conclusion of the meeting • The Meadowmont Village Shopping Center is within close proximity of the Rizzo Center, and includes restaurants, retailers, grocery stores, and fitness centers all within walking distance • The Coordinating Center will pay for hotel and meal expenses at the meeting, but attendees are 	<p>-The full logistics document will be included in the welcome packet that will be sent out via email next week</p>

<p>CPCR5 Kickoff Meeting Logistics <i>Continued</i> (Lee)</p>	<p>expected to pay for transportation to the hotel, additional meals, and all other incidental expenses</p>	
<p>CPCR5 Kickoff Meeting Agenda (Wheeler)</p>	<p><i>Pre-Meeting–Sunday, January 26th</i></p> <ul style="list-style-type: none"> • 7 PM – Welcome Reception with hors d’oeuvres (optional) <p><i>Day 1–Monday, January 27th</i></p> <ul style="list-style-type: none"> • 6:30-9:30 AM – Breakfast (Meadowmont Grill) • 9:00 AM – New Center/Investigator Orientation • 10:30 AM – PI and Federal Agency Partner Meeting (rm 188) and PD Meeting (rm 274) • 12 PM – Working Lunch <ul style="list-style-type: none"> ○ 12:15 PM – Welcome and Intro ○ 12:30 PM – CDC and NCI Remarks • 1:15 PM – Collaborating Center Presentations <ul style="list-style-type: none"> ○ 8 presentations, 20 mins each (15 mins to present and 5 mins for questions) • 4:15 PM – Initial Workgroup Brainstorming Session • 5:00 PM – Adjourn Day 1 • 6:00 PM – Group Dinner in Downtown Chapel Hill <p><i>Day 2–Tuesday, January 28th</i></p> <ul style="list-style-type: none"> • 6:30-9:30 AM – Breakfast (Meadowmont Grill) • 9:00 AM – Presentations on Workgroup Concepts <ul style="list-style-type: none"> ○ 9 presentations, 10 mins each • 11:00 AM – Identifying Network Strengths • 12:00 PM – Lunch at the DuBose House (OTIS Workgroup Lunch Meeting in rm 274) 	<p>-Contact Becky Lee with names of investigators who will be presenting Collaborating Center Presentations, as well as Workgroup Concept Presentations, at the CPCR5 Kickoff Meeting</p> <p>-Presenters should send Rebecca Williams the Collaborating Center presentation slides via email as early as possible prior to the CPCR5 Kickoff Meeting</p>

<p>CPCR5 Kickoff Meeting Agenda <i>Continued</i> (Wheeler)</p>	<ul style="list-style-type: none"> • 1:00 PM – Consensus Workshop on Workgroup Formation • 2:30 PM – Planning Next Steps • 3:30 PM – Adjourn Day 2 	
<p>Workgroup Concepts (Wheeler)</p>	<p>-The deadline to submit concept papers at the CPCR5 Kickoff Meeting was this past week; members will also have an opportunity to pitch additional ideas in-person at the meeting</p> <p><i>-Current Workgroup Concepts to be Presented at CPCR5 Kickoff Meeting:</i></p> <ul style="list-style-type: none"> • Implementation Laboratory to Study the Use of Both Quality Improvement (QI) and Implementation Science (IS) to Improve Cancer Prevention and Control (<i>Leeman</i>) • Young Adult Cancer (<i>Kilbourn</i>) • Poly-Substance Use Interventions for Adolescents and Young Adults (<i>Afifi</i>) • CPCR5 Scholars Workgroup <i>or</i> CPCR5 Professional/Career Development (<i>Friedman</i>) • Organizational Theory for Implementation Science (OTIS) (<i>Birken, Leeman</i>) • Cancer Survivorship (<i>Thomson</i>) • Rural Cancer (<i>Eberth, Askelson</i>) • Systems Science (<i>Wheeler</i>) • Technical Assistance (TA) in Cancer Prevention and Control (<i>Risenda</i>) <p><i>-Clarifying Points:</i></p> <ul style="list-style-type: none"> • Workgroup Concept Presentation format is up to the discretion of the presenter (with or without slides is acceptable) • 10 mins will be designated for each workgroup concept presentation (5 mins to pitch, and 5 mins to respond to questions) 	<p>-If any members have additional Concept Papers for the CPCR5 Kickoff Meeting, submit them to the Coordinating Center by the end of the week</p> <p>-Coordinating Center will send out a packet of info via email prior to the CPCR5 Kickoff Meeting, which will include the 1-page Workgroup Concept Proposals</p> <p>-Individuals interested in attending the CPCR5 Kickoff Meeting virtually should fill out the <i>Virtual Participant Registration</i> Qualtrics survey sent via email by Becky Lee</p> <p>-Once the Coordinating Center emails the CPCR5 Kickoff Meeting welcome packet, members should read through the 1-page workgroup</p>

<p>Workgroup Concepts <i>Continued</i> (Wheeler)</p>	<ul style="list-style-type: none"> • Remote participation is expected, particularly for this session, and will be accommodated through advanced A/V capabilities available at the Rizzo Center; Rebecca Williams will be monitoring the chat so that virtual participants may pose questions during this session • Chambers recommended that each of the presentations include at least one example of a deliverable or outcome that the concepts are working toward • A minimum of two collaborating centers must come together to qualify as a Workgroup; sheer size of groups will naturally vary 	<p>concepts prior to the meeting to begin thinking about potential overlap and ways to integrate one or more of the concepts, where appropriate</p> <p>-The CPCR5 Kickoff Meeting welcome packet will be sent out by early next week</p> <p>-Contact the Coordinating Center with any preferences for order of workgroup concept presentations</p>
<p>Federal Agency Partners' Corner (CDC & NCI)</p>	<p>-CDC (A. White)</p> <ul style="list-style-type: none"> • <i>Nothing to report</i> <p>-NCI (Chambers & Vinson)</p> <ul style="list-style-type: none"> • The application deadline for the Training Institute for D&I Research in Cancer (TIDIRC) is tomorrow, January 15, 2020 <ul style="list-style-type: none"> ○ In recent years, NCI has encouraged CPCR5 members who are interested in driving their project or workgroup concept from the early conceptual stage, toward a successful grant application, to participate in TIDIRC • For those who attended the first Implementation Science Consortium in Cancer (ISCC) meeting last July 2019, the details for the second in-person 	<p>-CPCR5 members who are interested in participating in NCI's TIDIRC should apply by tomorrow, January 15th, 2020</p> <p>-David Chambers will send out more information about the second ISCC in-person meeting via email as it becomes available</p>

<p>Federal Agency Partners' Corner <i>Continued</i> (CDC & NCI)</p>	<p>consortium will be finalized soon; it's looking like it will be in September 2020</p> <ul style="list-style-type: none">• A Notice of Special Interest (NOSI) around De-Implementation has recently come out<ul style="list-style-type: none">○ These are notices that let the public know where NCI is interested in receiving additional grant applications (i.e. serve as a clue for researchers as to what types of grant applications could receive special consideration based on NCI's interest in expanding a certain topic's portfolio)○ NOSI are more specific, and are now replacing what the NIH used to disseminate as broader Program Announcements (PAs)	
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