

Colorado Traumatic Brain Injury Program
Board Meeting Minutes

Date: 3/6/17

Time: 10:30-11:30 A.M.

TYPE OF MEETING	Research and Program Evaluation Committee meeting		
FACILITATOR	Helen Morgan, Board Chair and Judy Dettmer, Program Director		
ATTENDEES			
NAME	POSITION	PRESENT	STAFF Present
(Members)			
Catie Johnston-Brooks	Committee Chair	<input checked="" type="checkbox"/>	Judy Dettmer
Terry Chase	Committee Member	<input checked="" type="checkbox"/>	
Indira Gujral	Committee Member	<input type="checkbox"/>	
Pat Schniederjan	Committee Member	<input checked="" type="checkbox"/>	

1. Agenda topic: Letter of Intent

Discussion	<ul style="list-style-type: none"> • Discussed the pros and cons of having a letter of Intent (LoI) Pros <ul style="list-style-type: none"> • gives us a heads up in terms of who solicit for reviewers • Helps guide the researcher as to which type of science they might want to apply for • Helps researcher flesh out their research idea Cons <ul style="list-style-type: none"> • In the past the procurement officer has indicated that we cannot require this unless we want to score the LoI 		
Action Items	Person(s) Responsible	Deadline	
1. Judy will check with procurement to see if it would be required to score the LoI if we include this.	Judy	July 1, 2017	
2. Committee will make a final decision on inclusion of LoI prior to next RFP	Committee	October 2017	

2. Agenda topic: Pros and Cons of Separate RFPs

Discussion	<ul style="list-style-type: none"> • As this was the first funding cycle where there was a distinct RFP for each type of research, the committee discussed if that is something we would like to continue. • Committee felt having separate RFPs is helpful due to the difference between basic science, new investigator, and clinical • Judy gave feedback that it appeared that people had a hard time knowing if their proposal would fit under clinical or health outcomes. • Committee felt those two types of research could be combined under the same RFP 		
Action Items	Person(s) Responsible	Deadline	
1. The Program will combine Clinical and Health Outcomes research under one RFP next funding cycle.	Judy	Next RFP cycle	

3. Agenda topic: Re-evaluate New Investigator Category

Discussion	<ul style="list-style-type: none"> • This year was the first year for the New Investigator award category. We did not receive any applications under this category. The committee discussed ways to improve this in the future. • Decided more targeted outreach needed to occur to Universities and new hospital faculty. • Need to revisit the announcement and review eligibility criteria etc. to ensure we are more effectively targeting new investigators. • Explore the idea of advisor or mentor for new investigators. 		
Action Items	Person(s) Responsible	Deadline	
1. Committee will take a careful look at this RFP prior to the next funding cycle	Committee	Oct. 2017	

5. Agenda topic: Promotion of Research Grant Program

Discussion	<ul style="list-style-type: none"> • Overall the committee felt we could have a stronger effort to promote the awareness of these 		
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	<p>funding opportunities.</p> <ul style="list-style-type: none"> • Some initial ideas include sending out call for posters to current and past researchers for the Craig Hospital Brain Injury Summit and other relevant conferences. • Promoting grants within various professional organizations • Put out on various web notifications and list serves that researchers are connected to • Build a comprehensive data base 		
Action Items		Person(s) Responsible	Deadline
1.	Continue to discuss and flesh this out prior to next funding cycle.	Committee	Prior to next RFP Cycle
2.	Send call for poster notification to current and past researchers for Craig Hospital conference.	CBIP Staff	May 2017