

**Department of Health and Human Services
National Institute of Environmental Health Sciences
National Cancer Institute**

**Minutes of the Research Process Subcommittee of the Interagency Breast Cancer and
Environmental Research Coordinating Committee**

January 04, 2012

The Research Process Subcommittee of the Interagency Breast Cancer and Environmental Research Coordinating Committee was convened for a meeting on January 4, 2012 at 1:00 p.m. via conference call. The Chair of the subcommittee is Michael Gould, PhD of the University of Wisconsin.

Subcommittee Members Present

Sally Darney
Michael Gould
Laura Nikolaidis
Gayle Vaday
Kenneth Portier

NIH Staff Present

Nonye Harvey
Jennifer Collins

Others

Kathy Huamani, SCG
Kendall Bergman, Komen
Gloria Romanelli, American College of Radiology
Stephanie Reffey, Komen

I. Background

The Interagency Breast Cancer and Environmental Research Coordinating Committee (IBCERCC) is a congressionally mandated body established by the National Institute of Environmental Health Sciences (NIEHS), in collaboration with the National Cancer Institute (NCI). This Committee is comprised of 19 voting members, including representatives of Federal agencies; non-federal scientists, physicians, and other health professionals from clinical, basic, and public health sciences; and advocates for individuals with breast cancer.

The Committee's primary mission is to facilitate the efficient and effective exchange of information on breast cancer research activities among the member agencies, and to advise the NIH and other Federal agencies in the solicitation of proposals for collaborative, multidisciplinary research, including proposals to further evaluate environmental and genomic factors that may be related to the etiology of breast cancer. The Committee serves as a forum and assists in increasing public understanding of the member agencies' activities, programs, policies, and research, and in bringing important matters of interest forward for discussion.

The objectives of the Research Process (RP) Subcommittee of the IBCERCC are integrated and dependent on the objectives and activities of the other Subcommittees of the IBCERCC and include the following: to set research priorities (based on work of the State-of-the-Science Subcommittee), to decrease redundancies across federal and non-governmental organizations, to develop a process for soliciting research, to foster collaborations (based on the work of the Research Translation, Dissemination, and Policy Implications Subcommittee), to highlight peer review issues, and to identify most appropriate models for agencies to work together.

The IBCERCC RP Subcommittee held its twelfth meeting, hosted by NIEHS and the NCI, via conference call on January 4, 2012 beginning at 1:00 p.m. Attendees of the meeting included Subcommittee members and NIH staff. The meeting agenda included a review of the minutes, progress updates on the two chapters currently being drafted by the group and a discussion of the timeline for completion of the report.

II. Discussion

Michael welcomed everyone to the call and asked if there were any changes suggested for the minutes from the last call.

The group reviewed the recommendations developed by this subcommittee briefly. They also discussed all of the points that Jenny sent to the group from Gwen Collman and Linda Birnbaum. The points from the discussion of the current version of the research process text included the following:

- More stakeholder participation is needed in the review process; perhaps this should be in a recommendation.
- Information regarding the DOE's efforts in breast cancer research is still not in the text.
- The group should review the information in the recent NTP newsletter regarding collaborative efforts.
- The text in the research process chapters regarding collaborative efforts needs more work. There is not enough information in the report yet.
- The broad recommendations should be strategic NOT tactical.
- The report should including information on research policy; not environmental policy
- The section regarding the Committee should list the responsibilities of such a Committee in a broad sense, including general membership, coordination with Federal agencies, etc.
 - Operational – agency
 - Advisory – committee
- The committee would be responsible for the framework.
- Jenny will remove the second framework figure.

The group discussed the definitions “advocate” and “stakeholders”. These terms should be used in a consistent manner throughout the report. This should be discussed during the January in-person meeting.

Michael has a conference call with the Chairs later this week. He will pass on recommendation for the in-person meeting agenda especially the suggestion that the subcommittees have time to meet early in the meeting. He will also communicate his concerns regarding the draft materials from the other two subcommittees.

Michael requested that the group send any concerns regarding the research process chapters or other content in the report to him in advance of his call with the Chairs and definitely in advance of the in-person meeting.

III. Action Items

- Jenny will remove the second framework figure from the current draft of the RP section.
- The group will send Michael any concerns regarding the current draft of the report before the call with the Committee Chairs.
- Michael will discuss any concerns with the Chairs during their conference call.

IV. Adjournment

The meeting was adjourned at 2:30 p.m. on January 4, 2012.

CERTIFICATION

I hereby certify that, to the best of my knowledge, the foregoing minutes and attachments are accurate and complete.

/Michael Gould/

Michael Gould, PhD

Chairperson

Research Process Subcommittee

Interagency Breast Cancer & Environmental Research Coordinating Committee

/Gwen W. Collman/

Gwen W. Collman, PhD

Executive Secretary

Interagency Breast Cancer & Environmental Research Coordinating Committee

Proper signatures

Treat as signed, § 1.4(d)(2)