

**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**

**November 10, 2011**

The Research Process Subcommittee of the Interagency Breast Cancer and Environmental Research Coordinating Committee was convened for a meeting on November 10, 2011 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

**NIH Staff Present**

Jennifer Collins  
Nonye Harvey

**Others**

Kathy Huamani

**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 tenth meeting, hosted by NIEHS and the NCI, via conference call on November 10, 2011 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.

Jenny provided an overview of the edits made to RP-1 since the last meeting. She explained that no major changes were made to the text of the document, but that it has been reviewed by Kathy. Ahead of today's call, Kathy sent comments back and Jenny has distributed these to Gayle and Nonye. This team will consider them as they continue to edit this chapter. Jenny also reported that she is still working on subcategorizing the grants in the etiology and prevention categories. Ken is still working on the text mining of these same grants. Jenny noted that there is still no discussion on gaps/overlaps, etc. in this chapter. The group plans to choose a few examples of information presented on the research needs table and see how much research is actually in the portfolio for these. The group proposed asking Michele's team to nominate needs for this purpose. Jenny will discuss this with Michele.

The group also discussed the need for information regarding the peer review process. Gayle has a small section in RP-1 that needs to be moved. Once this is done, Jenny will send to Michael to add information regarding NIH.

No progress was reported on RP-2. Michael requested that Jenny send the latest version of this document to the group. He also asked for a conference call to specifically work on this chapter. Jenny will schedule a conference call and send the latest version.

Next, the group reviewed the current time line proposed for completing the report. The most important deadlines discussed included the December 5 submission of all chapter drafts that have been created. In addition, December 21 is the deadline for ALL materials to the contractor and NIH staff (and any reviewers). While the group felt that these deadlines were acceptable, they were concerned about the dates after December 21. They wondered about changes that would be needed if recommended during the clearance process.

Sally Darney was unsure of the EPA clearance process. She will do some research to determine what is entailed in this process and the time needed.

The group discussed potential reviewers. Dale Sandler, an ex officio member, agreed early this year to review the report. In addition, NIH staff plan to ask Rachel Ballard-Barbash. She was nominated by Francis Collins to replace Vivian Pinn. Currently, she is still being cleared by NIH for membership. Laura thought that an advocate reviewer was needed. In addition, the group felt that representatives for both NIEHS and NCI Councils should be added. Jenny will add this to the agenda for the next meeting of the Chairs.

Several members of the group expressed concern that agreement on the recommendations needs to be in place ahead of the January meeting; otherwise, it might not be a productive meeting. Jenny will compile the responses to our internal poll of this group's recommendations and send back to everyone. It was noted that this group still needs to arrive at some consensus within and also complete the chapters.

### **III. Action Items**

- Jenny, Gayle, and Nonye will continue to edit RP-1 based on the feedback received from Kathy.
- Sally will investigate the EPA clearance process for this report.
- Michael will draft some text regarding the NIH review process after Gayle edits the DOD review section.
- Jenny will schedule another call for the group working on RP-2 and send the latest version of this document to the group.
- Jenny will talk to Michele about selecting topics from the SOS research needs table that the RP group can use to illustrate research gaps. The group will use these selections to see how much research is actually in the portfolio for these.
- Both groups will have drafts of their chapters ready by December 5.
- Jenny will compile the responses to the internal poll regarding recommendations from this group and send to back to the group.
- Jenny will add potential reviewers of the report to the agenda for the next conference call with the Chairs.

### **IV. Adjournment**

The meeting was adjourned at 2:00 p.m. on November 10, 2011.

### **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

Research Process Subcommittee

Interagency Breast Cancer & Environmental Research Coordinating Committee

Proper signatures

Treat as signed, § 1.4(d)(2)