



## **CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS**

### **CHARTER OF THE PRODUCT DEVELOPMENT SUBCOMMITTEE FOR THE CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS**

#### **BACKGROUND**

The Oversight Committee of the Cancer Prevention and Research Institute of Texas (“CPRIT” or “Institute”) established a Product Development Subcommittee (the “Subcommittee”) on February 25, 2013, to succeed the Economic Development and Commercialization Subcommittee established on November 19, 2008. This Charter, adopted by the Oversight Committee on November 22, 2013, supersedes any other documents relating to the Product Development Subcommittee.

#### **PURPOSE**

The primary purpose of the Subcommittee is to assist the Oversight Committee in fulfilling its responsibilities for overseeing the product development grants program. The Subcommittee assists the Oversight Committee by monitoring the direction, outcomes, and processes of the grants program for the product development of cancer research to ensure that the Institute properly exercises its duty to award product development grants with transparency and integrity and the appropriate deployment of taxpayer funds.

Specifically, the Subcommittee will monitor the following activities and make recommendations to the Oversight Committee regarding the following:

- The direction and priorities of the grants program for the product development of cancer research;
- Processes underlying the solicitation, review, award, and monitoring of CPRIT grants for product development of cancer research;
- The success of the grants program for product development of cancer research in achieving its goals and priorities;
- The degree to which the grants program for product development of cancer research addresses the Texas Cancer Plan and the priorities set by statute;
- The return on investment from the grants program for product development of cancer research in terms of jobs created and retained, products moved forward toward development, and additional funding generated; and

- The balance between the Institute’s investments in the grants program for product development of cancer research and investment and activities in cancer prevention interventions and scientific research.

## **COMPOSITION**

The Subcommittee shall be composed of at least three members of the Oversight Committee; such members to be appointed from time to time by a majority vote of the Oversight Committee at a meeting at which a quorum is present and approved by the Oversight Committee. To perform their role effectively, each Subcommittee member will need to develop and maintain his or her skills and knowledge, including an understanding of the Subcommittee’s responsibilities and of the Institute’s activities and operations. The Oversight Committee shall designate the Chairperson of the Subcommittee from among its members. A member of the Product Development Subcommittee will serve until his or her successor is duly appointed and qualified unless the member resigns or is removed from the Product Development Subcommittee. The Oversight Committee may replace any member of the Subcommittee by a majority vote of the Oversight Committee.

## **MEETINGS AND QUORUM**

The Subcommittee shall meet as often as the Chairperson of the Subcommittee deems appropriate, but at least quarterly, to perform its duties and responsibilities under the Bylaws. The Subcommittee shall keep regular minutes of its meetings and cause such minutes to be recorded in books kept for that purpose in the principal office of the Institute, and report the same to the Oversight Committee at its next regular meeting.

If a member of the Subcommittee is absent from any meeting, or disqualified from voting at that meeting, then the remaining member or members present at the meeting and not disqualified from voting, whether or not such member or members constitute a quorum, may, by a unanimous vote, appoint another member of the Oversight Committee to act at the meeting in the place of any such absent or disqualified member. Unless the Oversight Committee provides otherwise, at all meetings of the Subcommittee, a majority of the then authorized members of the Subcommittee will constitute a quorum, and the vote of a majority of the members of the Subcommittee present at any meeting at which there is a quorum will be the act of the Subcommittee. The Chief Product Development Officer will attend Subcommittee meetings and act as staff liaison to the Subcommittee.

Unless the Oversight Committee provides otherwise, the Subcommittee may make, alter, and repeal rules and procedures for the conduct of its business. In the absence of such rules and procedures, the Subcommittee shall conduct its business in the same manner as the Oversight Committee conducts its business, except that meetings of the Subcommittee are not required to be conducted pursuant to the Open Meetings Act.

## **DUTIES AND RESPONSIBILITIES**

The Subcommittee has the following duties and responsibilities with respect to the grants program for product development of cancer research:

- **The direction and priorities of the product development grants program**

Annually recommend to the Oversight Committee priorities for the grants program for product development of cancer research in consultation with CPRIT's Chief Product Development Officer. Review the portfolio for the grants program for product development of cancer research, including the number and types of proposals received and recommended during each review cycle, to determine whether the program is meeting its stated priorities.

- **The processes for award and monitoring of product development grants**

Review processes for the solicitation, review, award, and monitoring of grants for product development of cancer research and make recommendations for improvement. Review appointments to the peer review panels and the composition of the panels as needed; review any changes in the honorarium policy for product development peer reviewers. Assist the Institute in developing a needs-assessment for support services for product development initiatives and regularly monitoring the efforts of any contracted service providers related to the support and growth of the Institute's product development portfolio.

- **The success of the product development grants program in achieving its goals and priorities**

Track measures of success for the grants program for product development of cancer research, including measures of the return on the State's investment in the program, the degree to which the program addresses the Texas Cancer Plan, and adherence of the program to the research priorities set by statute. Annually monitor the balance of funding among the product development of cancer research programs and recommend adjustments where necessary.

## **OTHER DUTIES**

The Subcommittee will submit this Charter to the Oversight Committee for its approval, evaluate the Subcommittee's performance on a periodic basis, periodically review the adequacy of this Charter and perform any other activities consistent with this Charter, the Bylaws, and applicable laws as the Subcommittee or the Oversight Committee deems necessary or appropriate.

In addition to its duties and responsibilities, the Subcommittee shall perform such additional special functions, duties or responsibilities related thereto as may from time to time be designated to it by the Oversight Committee Chair.