



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

CHARTER OF THE SCIENTIFIC RESEARCH 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 Scientific Research Subcommittee (the “Subcommittee”) on February 25, 2013. This Charter, adopted by the Oversight Committee on November 22, 2013, and amended August 17, 2016, supersedes any other documents relating to the Scientific Research Subcommittee.

PURPOSE

The primary purpose of the Subcommittee is to assist the Oversight Committee in fulfilling its responsibilities for overseeing the scientific research grants program. The Subcommittee assists the Oversight Committee by monitoring the direction, processes, and outcomes of the scientific research grants program to ensure that the Institute properly exercises its duty to award scientific research 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 scientific research grants program;
- The processes underlying the solicitation, review, award, and monitoring of CPRIT scientific research grants;
- The success of the scientific research grants program in achieving its goals and priorities;
- The degree to which the scientific research grants program addresses the Texas Cancer Plan and the priorities set by statute;
- The return on investment from the scientific research grants program in terms of jobs created and retained, products moved forward toward development, and additional funding generated;
- The balance between the Institute’s investments in the scientific research grants program and investment and activities in cancer prevention interventions and product development of cancer research; and

- The implementation and effectiveness of policies, procedures, and outreach efforts that address diversity related to increasing high-quality jobs and opportunities to participate in and benefit from Institute-funded cancer research and prevention programs.

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 Scientific Research Subcommittee will serve until his or her successor is duly appointed and qualified unless the member resigns or is removed from the Scientific Research 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 Scientific 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 research grants program:

- **The direction and priorities of the scientific research grants program**

Annually recommend to the Oversight Committee priorities for the scientific research grants program in consultation with the Chief Scientific Officer. Review the scientific research grants program portfolio, including the number and types of proposals received and awarded, to determine whether the program is meeting its stated priorities. Advise the Oversight Committee regarding policies, programs and outreach efforts that address diversity related to increasing high-quality jobs and opportunities to participate in and benefit from Institute-funded cancer research and prevention funding programs.

- **The processes for award and monitoring of scientific research grants**

Review processes for the solicitation, review, award, and monitoring of scientific research grants 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 scientific research peer reviewers. Report regarding the implementation and effectiveness of policies and procedures that may impact grant applicant diversity and outreach efforts in the Institute's cancer research and prevention funding opportunities.

- **The success of the scientific research grants program in achieving its goals and priorities**

Track measures of success for the scientific research grants program, 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 scientific 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.

