Minutes  
UW School of Medicine and Public Health (UWSMPH)  
Partnership Education and Research Committee (PERC) Executive Committee  
November 23, 2015, 10:00 a.m., 4141 Health Sciences Learning Center

Members Present: Rick Moss (chair), Greg Nycz (phone), Tom Oliver, Elizabeth Petty, Jim Shull

Members Absent: Elizabeth Jacobs

WPP Staff: Tonya Mathison, Eileen Smith

Guest: Norman Drinkwater (PERC Review Subcommittee Chair)

1. Call meeting to order

Moss called the meeting to order at 10 a.m.

2. Announcements

   a. 2016 meeting schedule reminder

   The Executive Committee will continue to meet monthly throughout 2016, typically on the fourth Monday each month from 10-11 a.m. in room 4250 HSLC. There is no meeting scheduled in December 2016.

3. Decision on October 26, 2015 draft minutes

   The October 26, 2015 draft minutes were unanimously approved following a motion by Oliver and a second by Nycz.

4. Discuss next steps following joint OAC/PERC strategic meeting, “Bringing a Health Equity Lens to the Wisconsin Partnership Program”

   Smith reported that Wisconsin Partnership Program (WPP) staff are compiling a summary of the November 18, 2015 joint OAC/PERC strategic meeting on health equity. The summary incorporates the panel discussion, the table conversations, and members’ recommendations. In January 2016, WPP leadership will meet with the chairs of the OAC and PERC, Pat Remington and Rick Moss, to review the summary and develop specific recommendations to be discussed with the committees at their respective meetings in February.

   Executive Committee members shared their takeaways from the joint meeting. There was concern that outside stakeholders may not be ready for this relatively new terminology, “health equity.” Therefore, it will be necessary to define health equity in our publications, Requests for Proposals, etc. PERC must develop a road map outlining specific ways it can make a clear impact. The committee must also identify partners to enhance impact. Moss clarified that this is a discussion that PERC as a whole will have early next year when it develops an action plan on how to incorporate health equity in its work.
5. **Discuss proposed changes to Collaborative Health Sciences Program Request for Proposals for release in January 2016**

Norman Drinkwater provided an overview of proposed changes to the Collaborative Health Sciences 2016 Request for Proposals (RFP). In addition to several editorial changes for clarity, the draft RFP included the following revisions:

- Releasing the RFP one month earlier than last year—January 13th.
- An extension of the length of the full application abstract and relevance section from one page to two pages—one page for the abstract and one page for the relevance.
- **Budget:**
  - Principal Investigator salary support not to exceed NIH salary limitations.
  - Require PI and Co-PI percent effort between 5 and 30 percent. If cash-match funding is being used to cover salary and fringe benefits, details about the funding sources and amount are required.

The Executive Committee discussed the following additional changes:

- Nycz suggested adding “systematic disparities in health or in the major social determinants of health” in the Background paragraph. There was also discussion of developing a new “Definitions” section to define concepts, such as, health disparities and health equity.
- Renaming the “Relevance” section “Impact.”

Following a motion by Oliver and a second by Shull, the Executive Committee unanimously recommended PERC’s approval of the Collaborative Health Sciences 2016 RFP with the changes discussed. The draft 2016 RFP will be presented at the January 2016 PERC meeting.

6. **Discuss proposed revisions to PERC conflict of interest policy**

Moss provided an overview of the revised PERC conflict of interest policy, which included suggestions shared by the Executive Committee at its August 2015 meeting. The primary revision was to specify that PERC members cannot apply as PI, Co-PI or Collaborator on Collaborative Health Sciences, New Investigator or Opportunity Grant applications. Petty seconded a motion by Shull to advance the revised policy to PERC for formal approval. The policy will be presented at the January 2016 PERC meeting.

7. **Adjourn – Next meeting January 25, 10-11am, 4250 HSLC**

Moss adjourned the meeting at 11 a.m.

Recorder, Tonya Mathison