

CIRAR PI Meeting Minutes

9/6/07, SON Student Lounge, 11am-12pm

Attendees: Kristine Gebbie, Sherry Glied, Kristine Kulage, Elaine Larson, Monika Pogorzelska, Lisa Saiman, Ruth Torres, Caitlin Brennan (recorder).

Agenda Item	Discussion	Action/Work Plan/Follow-Up
<p>1. Review CIRAR aims, organizational structure</p>	<ul style="list-style-type: none"> ○ E. Larson requested to have the steering committee all on one line in the organizational structure. ○ For the CIRAR aims, the following was discussed: <ul style="list-style-type: none"> ▪ K. Gebbie suggested adding “In addition to the aims of specific projects, the Center has these aims” at the beginning of the document. ▪ E. Larson requested that the press release language be added to the aims document. ▪ L. Saiman recommended moving aim #2 to aim #1. ▪ L. Saiman suggested that aim #4 state “to promote broader interaction (through symposia, etc) with the community, in order to foster interdisciplinary research. ▪ L. Saiman stated that #3 and #5 should “talk to each other” with the goal of establishing a scholarly community of interdisciplinary researchers through the training grant, new proposals, etc. ▪ K. Gebbie suggested as an alternative that #5 could be part of #1. ▪ L. Saiman said that #3 should focus on mentorship. ▪ K. Gebbie stated that #1 fulfills the administrative role of CIRAR and also helps us envision what the Center will look like in 10 years – to “build and sustain a community of interdisciplinary scholars who are contributing to a body of knowledge about antimicrobial resistance through interdisciplinary research, seminars, and symposia.” ▪ L. Saiman recommended stating that we are fostering regular involvement and interactions among the broader Columbia University Medical Center academic community. ▪ E. Larson reiterated this point by stating that the “K” awardees and CTSA trainees will take the interdisciplinary course through TIRAR. 	<ul style="list-style-type: none"> ○ C. Brennan to edit organizational structure accordingly. ○ C. Brennan and E. Larson to edit aims and send to group.

<p>2. Discuss Steering Committee role</p>	<ul style="list-style-type: none"> ○ The steering committee will meet monthly. ○ This will occur at 11am on the first Thursday of each month, before the noon CIRAR meetings. 	<ul style="list-style-type: none"> ○ C. Brennan to send meeting reminders.
<p>3. Brief review of each grant</p> <ul style="list-style-type: none"> i. Budget split for indirects ii. Personnel & where each to reside iii. Job descriptions, titles, pay grade, etc 	<ul style="list-style-type: none"> ○ L. Saiman's budget split discussed. ○ R. Torres mentioned that L. Saiman's department will have the "prime" account and will be responsible for account administration and submitting annual budget reports, etc. ○ L. Saiman recommended that Cheryl Mapou be involved in the finance meetings with Michael Bandura. ○ L. Saiman requested that the Project Director and the Nurse Coordinator (50% at Cornell, 50% at CUMC) reside in nursing and that the Database Manager reside in peds. The Lab Tech will be in micro. L. Saiman also has 2 programmers for years 3 & 4 to be considered at a later date. ○ L. Saiman introduced the idea of integrating personnel from her CIRAR NINR study with her CIRAR CDC study: <ul style="list-style-type: none"> ▪ The CDC grant has a 25% effort research nurse for 3 years to conduct data collection at Cornell and CUMC for a case/control study in the ICUs. L. Saiman asked if perhaps the job descriptions for the CIRAR Project Manager (75%) and the CDC study research nurse (25%) could be merged. ○ S. Glied will have a 50% Project Manager who could reside in nursing and a Programmer who will likely be a hospital employee who resides in the hospital. S. Glied suggested that we combine the CIRAR Project Manager position with her Project Manager position to create one 100% full-time position. E. Larson asked what qualifications S. Glied wants for that position. S. Glied mentioned that the Project Manager will need to be able to house data, make tables, etc. 	<ul style="list-style-type: none"> ○ C. Brennan to set up meetings with Michael Bandura, Peds Infectious Diseases Dept Administrator, Cheryl Mapou, Peds Grants and Contracts Administrator, and Raluca Marian, Health Policy & Management Dept Administrator, to review administration of budget splits. ○ E. Larson and C. Brennan to present space needs to B. Wallenstein and J. Merrill in a separate meeting next week. ○ L. Saiman to send job description and timeline to E. Larson and C. Brennan to consider options for merging positions. ○ C. Brennan to verify whether officers receive benefits at less than 100% effort. ○ C. Brennan to send proposed combined job description to S. Glied. ○ C. Brennan and K. Kulage to look at budgets for potential combined positions.
<p>4. Discuss interface, timelines across projects</p> <ul style="list-style-type: none"> i. Discuss NINR questions for Saiman's project 	<ul style="list-style-type: none"> ○ E. Larson stated that we should identify interactions in L. Saiman's response to the NINR so that NINR's first foray into interdisciplinary research is highlighted. ○ E. Larson stated that the goal is for other grants on campus to fit under the umbrella of CIRAR. 	<ul style="list-style-type: none"> ○ C. Brennan to add language on interdisciplinarity and School of Nursing in-kind support to L. Saiman's NINR response letter.
<p>5. Assess training grant opportunities within each grant</p>	<ul style="list-style-type: none"> ○ L. Saiman also mentioned that the CDC study position is at a scholarly level that would be a potential fit for fellows, perhaps a TIRAR post-doc. K. Gebbie recommended that we make sure we are matching trainees with mentors, not projects. S. Glied mentioned a co-investigator on P. Stone's newly-funded queueing theory grant, Linda Green, a decision, risk, and 	<ul style="list-style-type: none"> ○ L. Saiman and K. Gebbie to consider the option of pairing a TIRAR post-doc with L. Saiman's CDC grant. ○ All to continue to consider other trainee opportunities within CIRAR

	<p>operations researcher, as a potential mentor for trainees.</p> <ul style="list-style-type: none"> ○ L. Saiman asked K. Gebbie if the T90 can exist without CIRAR. K. Gebbie gave an overview of the T90 and coursework and stated that the T90 could function without CIRAR, but that the main idea of interdisciplinary research and the cohesive Center that CIRAR provides would be lost, which is not ideal. ○ L. Saiman asked if there is a TIRAR Steering Committee. K. Gebbie gave an overview of the TIRAR Faculty Leadership Team members and role. L. Saiman inquired about the process for matching mentees with CIRAR mentors and whether we can set up a group interview of trainees or information session to avoid too many one-on-one meetings. K. Gebbie mentioned that there are only 4 trainee spots and the process of selecting trainees will not occur often or be too time-consuming, but that once we receive funding we can arrange an orientation/information session. 	grants.
6. Brainstorm ideas for other grants	<ul style="list-style-type: none"> ○ E. Larson stated that grants can be submitted and added to CIRAR steering committee over time. 	<ul style="list-style-type: none"> ○ C. Brennan to add to future meeting agendas.
7. Discuss other currently funded grants that could be added to CIRAR	<ul style="list-style-type: none"> ○ E. Larson recommended that we think about other funded projects at CUMC that could be included in CIRAR. 	<ul style="list-style-type: none"> ○ C. Brennan to add to future meeting agendas.
8. Decide meeting schedule moving forward – perhaps the first Thursday of each month at 11am (before CIRAR monthly meetings)?	<ul style="list-style-type: none"> ○ The Fall PI meetings will be at 11am on the first Thursday of each month, before the noon CIRAR monthly meetings. 	<ul style="list-style-type: none"> ○ The Fall PI meetings will be: <ul style="list-style-type: none"> ▪ Thursday, October 4th ▪ Thursday, November 1st ▪ Thursday, December 6th ▪ All 11am-12pm in the SON first floor student lounge. ▪ Monthly CIRAR meetings will follow from 12-1pm.