

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE
MARYLAND STEM CELL COMMISSION**

Thursday, July 27, 2006
techcenter@UMBC
Catonsville, MD

Members in attendance:

Joseph Capizzi
Brenda Crabbs (via teleconference)
John Kellermann
Gloria Marrow
Suzanne Ostrand-Rosenberg (via teleconference)
Linda Powers, Chair
Karen Rothenberg
Murray Sachs
Steven Salzberg
Jack Schwartz
Jeremy Sugarman
Bowen Weisheit
Joel Zaiman

Members absent:

Jack Chow
Dianne Griffin

Others In Attendance:

Steven Fritz, TEDCO
Renee Winsky, TEDCO

Ms. Winsky called the Commission meeting to order at 1:00 p.m.

I. Welcome and Introductions

A. Maryland Technology Development Corporation (TEDCO)

Ms. Winsky, Interim Executive Director of TEDCO, gave an overview of TEDCO's mission, history, and role in the Maryland Stem Cell Initiative.

B. Introductions

The Commission members introduced themselves and gave a brief summary of their backgrounds.

II. Swearing In

Ms. Suzanne Mensh, Clerk of the Circuit Court of Baltimore County, arrived to perform a swearing in ceremony for the Commission members physically in attendance.

III. Election of Chairman

Ms. Winsky opened the floor for nominations. Ms. Marrow nominated Ms. Powers. The nomination was seconded by Mr. Schwartz. No other nominations were put forth. Ms. Powers was elected unanimously.

IV. Establish Commission Member Terms

Mr. Schwartz suggested deferring this agenda item. Legal issues remain that will require clarification, and must be referred back to the Legislature for attention at their next session. A discrepancy between the codified part of the bill and the Act itself make it difficult to establish commission member terms.

V. Subcommittees

Members agreed that there should be four working groups established to work on the following documents and activities: Bylaws, Regulations, Request for Proposals, and Scientific Peer Review Committee.

VI. Discussion of Research Categories and Mechanisms

It was the consensus of the Commission to focus on the RFP cycle, and that work be done concurrently with the formation of the bylaws and regulations. The Commission voted not to limit the RFP to either one year awards or any specific form of multi-year proposal. The Commission decided that the proposals solicited would be for up to three years, or one to three years, with an interim review at the end of the first year.

The Commission also decided that awards should be in the form of grants, not contracts. Submissions should be for one single project or address one single problem, as the fund is not large enough to support program grants. Applicants can charge up to 15% as an overhead rate.

Regarding intellectual property, it was the consensus of the Commission that federal Bayh-Dole legislation be followed.

The Commission decided that there would be a single solicitation for applications. Additional solicitations could take place if not enough high quality applications are received in the first cycle.

Discussion was held whether “illustrative examples” should be used in the RFP. The Commission decided to eliminate any examples or priorities. The Commission also decided not to place restrictions on those eligible for grants (i.e., translational, types of facilities, or phase 2 clinical trials). Whether or not to require Letters of Intent was also discussed.

The working group will start the preparation of an RFP for consideration at the next meeting. The Commission clarified that it is acceptable for grant awardees to collaborate with out-of-state entities.

VII. Discussion of NIH Scientific Review Process and Timeframe

The Commission decided not to place restrictions in the RFP, so that the Scientific Peer Review Committee would be able to see all proposals. Commission members will email recommendations for the Scientific Peer Review Committee to TEDCO. The working group will consider the recommendations at a later time.

VIII. Commission Meeting Schedule

The next Commission meeting will take place in late September, and additional meetings may be scheduled for the months of October and November during the formative phase of the Commission.

IX. Other Business

Ms. Winsky will gather Commission member preferences for email and telephone contact.

The meeting adjourned at 4:10 p.m.