



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

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

PURPOSE

The primary purpose of the Subcommittee is to assist the Oversight Committee in fulfilling its responsibility to oversee the prevention grants program. The Subcommittee assists the Oversight Committee by monitoring the direction, processes and outcomes of the prevention grants program to ensure that the Institute properly exercises its duty to award prevention 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 prevention grants program;
- The processes underlying the solicitation, review, award, and monitoring of CPRIT prevention grants,
- The success of the prevention grants program in achieving its goals and priorities,
- The implementation, monitoring, and revision of the Texas Cancer Plan,
- The balance between the Institute’s investments in cancer prevention grants program and investment and activities directed toward cancer research and product development activities, 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 Chairperson of the Subcommittee from among its members. A member of the Prevention Subcommittee will serve until his or her successor is duly appointed and qualified unless the member resigns or is removed from the Prevention 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 Prevention 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 direction and priorities of the prevention grants program**

Annually review and recommend program priorities to the Oversight Committee in consultation with the Chief Prevention Officer. Review the prevention 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 prevention grants**

Review processes for the solicitation, review, award, and monitoring of prevention grants and make recommendations for improvement as needed. Review appointments to the peer review panels and the composition of the panels as needed; review any changes in the honorarium policy for prevention 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 prevention grants program in achieving its goals and priorities**

Review summaries of prevention grantee reported metrics and other measures of success, including the degree to which the program addresses the Texas Cancer Plan. Annually monitor the balance of funding among the prevention programs and recommend adjustments as needed.

- **Implementation, monitoring, and revision of the Texas Cancer Plan**

Review the current Texas Cancer Plan and discuss monitoring its implementation in consultation with the Chief Prevention Officer. Provide input on plans for revision and review drafts prior to presentation to the full Oversight Committee.

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.