



# 2023 NIEHS EHSCC MEETING AGENDA

Hosted by GC-CPEH  
 Community Forum, October 16, 2023  
 EHSCC Meeting, October 17 – 19, 2023  
 The Westin Houston Medical

## Business Administrators (BA) Agenda- All times CDT

Tuesday, October 17, 2023		*All BA Sessions will meet in the Sienna Room*
11:30 am - 1:00 pm	<b>Registration:</b> Pick up welcome packet, credentials - <i>Lobby</i>	
12:00 pm - 1:00 pm	<b>Lunch and Meet &amp; Greet</b> (Lunch Buffet) - <i>Lobby &amp; Azure III</i>	
1:00 pm - 1:15 pm	<b>Conference Opening: GC-CPEH Director</b> - <i>Azure I &amp; II</i> <b>Cheryl Walker, PhD</b> - Gulf Coast Center for Precision Environmental Health (GC-CPEH)	
1:15 pm - 2:00 pm	<b>Opening Keynote</b> - <i>Azure I &amp; II</i> <b>Rick Woychik, PhD</b> - Director, National Institute of Environmental Health Sciences "2023 EHSCC: Looking to the Future of Environmental Health Sciences"	
2:00 pm - 2:20 pm	<b>Coffee Break</b> - <i>Lobby</i>	
2:20 pm - 3:40 pm	<b>BA Session A: Introductions, Exploring Center Roles &amp; Responsibilities</b> - <i>Sienna</i>  <ol style="list-style-type: none"> <li>Welcome &amp; Introductions</li> <li>Exploring the Roles &amp; Responsibilities of a Center Administrator: Every EHSCC is unique, and the role of the administrator(s) vary. This interactive session will provide an opportunity for us to capture all the parts we play - and allow us to seek out others, connect, and build on commonalities and differences.</li> <li>BA Engagement in a Research Project at Columbia (Carolina Montes Garcia)</li> </ol>	
3:50 pm - 4:30 pm	<b>Networking and Poster Session</b> - <i>Cerise</i> <i>Group Photo at 4:00pm</i>	
4:30 pm - 5:10 pm	<b>BA Session B: EHSCC P30 Program Overview</b> - <i>Sienna</i> <b>Claudia Thompson, PhD</b> - Branch Chief; Population Health Branch, NIEHS  This session will provide a high-level overview of the structure and goals of the EHS Core Centers with an emphasis on current and forward-looking initiatives, including the transition of the IHSFC to the TRSC and NIEHS strategic planning and how it will shape the future RFA for the P30 program.	
5:30 pm - 6:00 pm	<b>Shuttle Buses Depart Hotel for Reception at the Museum</b>	
6:00 pm - 9:00 pm	<b>Reception at the Houston Museum of Natural Science Morian Hall of Paleontology</b> <i>Heavy Hors d'oeuvres / Optional Group Photo at 6:20pm</i>	
8:30 pm - 9:30 pm	<b>Shuttle Buses Depart Reception for Hotel</b>	

**Wednesday, October 18, 2023**

8:30 am - 9:30 am	<b>Continental Breakfast (<i>Lobby &amp; Azure III</i>) and Poster Viewing (<i>Cerise</i>)</b>
9:30 am - 11:15 am 9:30 am - 11:00 am   11:00 am - 11:15 am	<p><b>BA Session C: Data Collection &amp; Reporting - <i>Sienna</i></b></p> <p><b>Kristi Pettibone, PhD</b> - Health Scientist Administrator; Population Health Branch, NIEHS</p> <p>This session will provide an interactive forum to review plans and tools for reporting. Kristi will provide a status update stemming from the May 2023 Director's Meeting, facilitate a review of the data tables grantees submit &amp; those tables no longer required, and share preliminary findings from Core Centers Data Analysis.</p> <p><u>Group Discussion:</u> Challenges and Potential Solutions with Data Tables</p> <ul style="list-style-type: none"> <li>• NIEHS Challenges? BA/Center Challenges? What works? What can be improved?</li> </ul> <p><u>Group Discussion:</u> How to Report on Center Impacts/Accomplishments</p> <ul style="list-style-type: none"> <li>• What are the biggest impacts that Centers want to report on? How do Centers track &amp; monitor? What data can be used to describe impacts &amp; accomplishments? Is the Translational Research Framework/Criteria Checklist a useful tool?</li> </ul> <p>BA Follow-Up Discussion</p>
11:15 am - 12:30 pm	<b>Lunch Buffet - <i>Lobby &amp; Azure III</i></b>
12:30 pm - 1:30 pm	<p><b>BA Session D: Leveraging Generative AI Tools in Research Administration - <i>Sienna</i></b></p> <p><b>Rozalyn Paupaw</b> - Administrator, Mount Sinai <b>Carolina Montes Garcia</b> - Administrator, Columbia</p> <p>This session will explore the use of Artificial Intelligence (AI) tools in program administration.</p> <p><u>Questions for Discussion:</u> Have you incorporated the use of any tools into your existing workflow/processes? What are advantages/disadvantages? Costs involved? Training needs?</p>
1:30 pm - 3:00 pm	<p><b>BA Session E: Grants Management Policies &amp; Practices - <i>Sienna</i></b></p> <p><b>James Williams</b> - Lead Grants Management Officer, NIEHS <b>Clark Phillips</b> - Grants Management Officer, NIEHS</p> <p>This session will tackle carryovers requests, JIT submissions, foreign contracts--and will also cover standard topics such as NIH updates, policy updates, staffing, common errors the grants management team see when issuing awards, timelines for required submissions, and pilots.</p>
3:20 pm - 3:50 pm	<p><b>BA Session F: Structure of Review Committees &amp; Peer Review Process, Part I - <i>Sienna</i></b></p> <p><b>Cornelis "Kees" Elferink, PhD</b> - Co-Director, GC-CPEH; Professor of Pharmacology and Toxicology, University of Texas Medical Branch (UTMB) at Galveston</p> <p>This session will provide a "behind the scenes" view of the review process – Dr. Elferink will share his perspective as a reviewer &amp; chair of a review group, addressing pre-meeting responsibilities, activities at the meeting and post-meeting responsibilities.</p>
3:50 pm - 4:10 pm	<b>Coffee Break - <i>Lobby</i></b>
4:10 pm - 5:30 pm 4:10 pm - 5:10 pm   5:10 pm - 5:30 pm	<p><b>BA Session F: Structure of Review Committees &amp; Peer Review Process, Part II - <i>Sienna</i></b></p> <p><b>Leroy Worth Jr, PhD</b> - NIEHS Scientific Review Officer</p> <p>This session will include an overview/refresher of the Scientific Review Branch (SRB) of the NIEHS, responsible for the initial scientific and technical merit review of P30 grant applications. We'll learn about the various parts of the peer review process and the roles/responsibilities of the Scientific Review Officer.</p> <p>BA Follow-Up Discussion</p>

5:30 pm	Happy Hour Networking - Dinner on Your Own
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**Thursday, October 19, 2023**

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8:00 am - 9:30 am	<b>Continental Breakfast</b> ( <i>Lobby &amp; Azure III</i> ) and <b>Poster Viewing</b> ( <i>Cerise</i> )
9:30 am - 10:10 am	<b>BA Session G: NIEHS Communications &amp; Media</b> - <i>Sienna</i>  <b>Liam O'Fallon</b> - Health Specialist; Population Health Branch, NIEHS  This session will provide an overview of the various communication streams used by NIEHS (meetings, listservs, email communications, newsletters, webinars) and their approach to selecting featured stories and publications. <u>Questions for Discussion</u> : New initiatives? What role(s) do the Center Admins play and how can we get more involved? Guidelines/policies for promoting research/Center activities on social media (i.e., use of hashtags)?
10:15 am - 11:00 am	<b>BA Session Closing &amp; Next Meeting</b> - <i>Sienna</i>  Meeting recap and questions • Topics for bi-monthly meetings • Plans for next year's meeting
11:00 am - 11:15 am	<b>Coffee Break</b> - <i>Lobby</i>
11:15 am - 12:00 pm	<b>Closing Keynote</b> - <i>Azure I &amp; II</i>  <b>Thomas Hartung, MD, PhD</b> - Johns Hopkins Bloomberg School of Public Health CHARMED "Insights in AI: Medicine and Public Health"
12:00 pm - 12:30 pm	<b>2024 Meeting Annoucement</b> - <i>Azure I &amp; II</i>
12:30 pm - 1:30 pm	<b>Boxed Lunch</b> - <i>Lobby</i>