**Meeting Agenda**

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| Meeting: | SPAN Steering Committee Meeting |
| Date/ Time: | 7/28/21 11am-12pm PT |
| Present: | Jessica Lamb, Francesca Bosetti, Pradip Kamat, Cenk Ayata, Andrew Goh, Dan Thedens, Enrique Leira, Fahmeed Hyder, Jarek Aronowski, Kris Dhandapani, MB Khan, Nirav Dhanesha, Rakesh Patel, Ray Koehler, Takahiko Imai, Lauren Sansing, Anil Chauhan, Kris Wood, Ryan Cabeen, Ligia Boisserand, Mariia Kumskova, Andreia Morais, Ali Herman, Taylan Erdogan, Karisma Nagarkatti |

**Agenda Items**

1. **SPAN Stage 2** 
   1. Stage 2 Updates
   2. Data entry errors
      1. Email the CC early when data entry errors have been identified and check your ‘Resolve Issues’ tab on REDCap
   3. Box H was shipped on 7/27. RIC devices and rat attachments were shipped to sites.
   4. Reminders
      1. Sites should return shipping containers/materials using prepaid FedEx labels within 1 week of intervention box receipt
      2. Complete ITT forms early for **8/09-8/13** scheduled surgeries
         1. CC kindly requests that each site submit ITT forms for surgeries scheduled 8/09-8/13 by **Sunday August 1st**
         2. CC will be sending sites that enrolled early a csv file to update the animal weights. Sites will need to update the weights by 8/04 so that the dosing can be adjusted on the randomizations.
   5. Tissue Banking REDCap form for sites. This form is optional to reduce data entry burden on sites. Sites may prefer to fill form out on REDCap.
      1. CC conducted demonstration for how to fill out tissue banking form.
      2. Form and Instructions can be accessed on the span website (www.spannetwork.org). Sites will be responsible for filling this form out and sending it to the [spancc@usc.edu](mailto:spancc@usc.edu) at the end of every month.
2. **PI Stage 1 Results Meeting scheduled for 8/4 11:15am PT**
3. **Publication Tracker and Publication Policy-Dr. Bosetti reviewed Draft.** 
   1. There are no commercial sponsors for SPAN currently. However, one of the drugs has been donated.
   2. Publication Policy Feedback from Sites:
      1. Suggestion for providing a rough time limit for the CC for how quickly the data should be sent to site.
      2. Suggestion for a separate protocol for how investigators request tissue. Draft a similar document for sheparding the tissue to sites.
      3. Suggestion for drafting a protocol for prioritizing requests. Is it based on justification, is it based on first come first serve
      4. Suggestion that all Stage 2 brains are fixed with paraformaldehyde and all stage 3 are snap frozen. That way we would have enough of each cohort to do the assays that we are interested in. To make sure we are not shortchanged for snap frozen.
         1. Dr. Bosetti recommendation to consider interventions will drop from Stage 2 to Stage 3 and that we will not have the same matching brains for that intervention.
      5. Suggestion topic for discussion: Whether we would be able to request tissue from controls/vehicle treated before the end of stage 4 so that we can start sub studies before the end of SPAN?
      6. Dr. Bosetti suggestion to set a time frame for when the data and samples will be available for the larger community as opposed to just the Network. NIH has obligation to have this resource available to general public. We can put a timeline like 6mths after publication of the data
      7. Suggestion to add a 3-month time window clause to publication policy. “Extensions will be considered on a case-by-case basis.” Especially with limits we have now with COVID. 3-month window should start from hen data is received by investigator.
   3. **Consensus decision** for a dedicated meeting to discuss the process for priority and tissue sharing.
4. **Status of Annual Meeting in Fall**
   1. We will need to monitor the current climate at each site. Dr. Sansing suggested that we organize a meeting at the next ISC. Dr. Bosetti suggested we offer a hybrid option for those that cannot attend in person.
5. **Reminder from 6/30 Steering Meeting**
   1. Grid Scoring: Consensus decision to count all four limbs to calculate total steps for the **first 100 animals**. CC will analyze the data and feedback to sites.