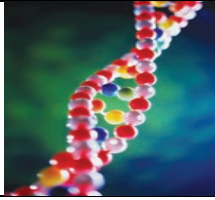




**Commonwealth Health Research Board [CHRB]
Meeting Agenda**

Date: Thursday, May 7, 2026 at 8:30 am
Patrick Henry Building, Conference Room 1, 1111 E Broad St,
Richmond, Virginia 23219-8000

	Description	Speaker
	Continental Breakfast & Coffee begins at 8:30 am Patrick Henry Building, Conference Room 1	
1	Approval of March 26, 2026 Meeting Minutes	8:30 am Dr. Farrell
2	Instructions for presentations, questions, time limitations will be given to each grant applicant prior to the beginning of their presentation	Dr. Farrell
3	CLOSED SESSION: FY 2026/2027 CHRB Grant Process Presentations from six Principal Investigators	9:00 am to 12:00 pm
4	LUNCH	12:00 pm to 1:00 pm
5	CLOSED SESSION: FY 2026/2027 CHRB Grant Process Presentations from five Principal Investigators	1:00 pm to 3:30 pm
7	Other CHRB Business: <ul style="list-style-type: none"> • FY 2027/2028 CHRB Policies and Procedures Conflict of Interest & CHRB By-laws effective July 1, 2026 <ul style="list-style-type: none"> • FY 2027 Budget • Election of CHRB Chair and Vice Chair <ul style="list-style-type: none"> • Public Comment 	



Commonwealth Health Research Board DRAFT Meeting Minutes for March 26, 2026

Members in Attendance:

Francis X. Farrell, Ph.D., Chair
Thomas Eppes, Jr., M.D., Vice Chair
Neelam Azad, Ph.D.
Monica Dudley-Weldon, MSL
Rawle “Tony” Seupaul, M.D.
Ethlyn McQueen-Gibson, DNP via Teams
videoconferencing from home (Yorktown)

Members Absent:

Andrew Kohler, M.D.

Others in Attendance:

Erin E. Sprouse, C.P.A.	CHRB Administrator
Raya Mandler, Ph.D.	Scientific Consultant
Alexander Politis, Ph.D.	Scientific Consultant
Arnold Revzin, Ph.D. videoconferencing	Scientific Consultant
Sydney “Chuck” Selden, Ph.D., videoconferencing	Scientific Consultant
Isaac Rodriguez-Chavez, Ph.D., videoconferencing	Scientific Consultant
Adonica Baine, Senior Assistant Attorney General	Office of the Attorney General

Call to Order:

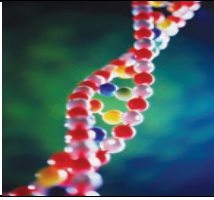
Chair, Francis Farrell, Ph.D., called the meeting to order at 10:01 a.m. The meeting was held at the James Monroe Building, George Washington Conference Room, 101 N. 14th Street, 2nd Floor, Richmond, Virginia 23219. A quorum was present for the transaction of business throughout the meeting.

Introduction and Welcome Scientific Consultants:

Francis Farrell, Ph.D., introduced and welcomed new Scientific Consultants Alexander Politis, Ph.D. and Isaac Rodriguez-Chavez, Ph.D.

Approval of Minutes:

Francis Farrell, Ph.D. moved to approve the minutes of the December 4, 2025 meeting. Thomas Eppes, Jr. M.D., seconded the motion. The motion was voted upon and passed unanimously.



Commonwealth Health Research Board DRAFT Meeting Minutes for March 26, 2026

CLOSED SESSION: FY 2026/2027 CHRB Grant Process

Step Two: Discussion of Full Proposals recommended for a presentation to the Board

In accordance with the provisions of Sections 2.2-3711(A)(30), and 2.2-3705.6 (17) of the Code of Virginia, Thomas Eppes, Jr., M.D., moved that the Board go into closed meeting for the purpose of

Discussion and consideration of information relating to grant applications or information accompanying grant applications, to the Commonwealth Health Research Board when disclosure of such information would (i) reveal proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant. ***The subject matters are the grant applications submitted as Full Proposals to the Board and which should be invited to a Full Presentation. The status of ongoing grants previously awarded will also be discussed.***

Neelam Azad, Ph.D., seconded the Motion, and it passed unanimously.

Thomas Eppes, Jr., M.D., moved that the Board reconvene in open session. Francis Farrell, Ph.D. seconded the motion. The motion was voted upon and passed unanimously. The Board adopted the following resolution by roll call vote.

CERTIFICATION

WHEREAS, the Commonwealth Health Research Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

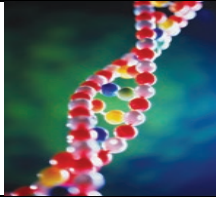
NOW, THEREFORE, BE IT RESOLVED, that the Commonwealth Health Research Board certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

A roll call vote of the members who were present was taken. Each approved this certification.

The following motions were made after the Closed Session, voted upon, and passed unanimously:

Thomas Eppes, Jr., M.D. moved that 11 Full Proposals be presented to the CHRB on May 7, 2026, which was seconded by Rawle Seupaul, M.D. The motion passed unanimously. Administrator Sprouse will contact those 11 Principal Investigators requesting that each make a presentation to the Board and will also provide reviewer comments to those Principal Investigators from whom a presentation of the Full Proposal was not requested.

Another motion was made by Thomas Eppes, M.D., seconded by Neelam Azad, Ph.D., to delegate authority to the CHRB Chair to approve the continuation of second year funding for all 2025 grant



Commonwealth Health Research Board DRAFT Meeting Minutes for March 26, 2026

awards based upon satisfactory nine-month interim scientific and fiscal reports. The motion passed unanimously.

Proposed FY 2027/2028 CHRB Grant Guidelines and Application Instructions CHRB Policies and Procedures, and CHRB By-laws Effective July 1, 2026

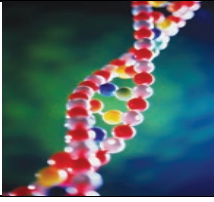
The proposed Grant Guidelines and Policies and Procedures effective July 1, 2026 have been updated to include:

- Removing requirement that PI must have effort of 10% for each summer and academic period. The policy now states that “CHRB will not consider PI effort of less than 10% effort.”
- Clarifying that 20% effort is equivalent to 8 hours per week
- Changing Graduate student policy to allow up to 100% summer effort. Also allows Graduate students to remain unnamed in the Full Proposal as they are not considered Key Project Team Members.
- Adding language, “requests to reallocate nonpersonnel funds to personnel line items will be denied”
- Adding language clarifying that participant stipends and honorariums are allowable CHRB costs
- Adding language, “font for charts, tables, figures and bibliography should be 12-point Times New Roman”
- Adding language, “Failure to adhere to these guidelines will result in the submission being administratively disqualified and no review will occur”
- Referring to NIH’s SciENCv format for required biosketch document

Other minor updates were made to clarify certain requirements and simplify the documents. Thomas Eppes, Jr., M.D., made a motion to approve the FY 2027/2028 grant-related documents effective July 1, 2026, with the exception of changes related to Conflict of Interest which will be discussed at the next meeting. Rawle Seupaul, M.D., seconded the motion. This motion was unanimously approved.

Virginia Retirement System (VRS) Financial Reports:

Administrator Sprouse provided updates on the Commonwealth Health Research Fund Activity through the quarter ending December 31, 2025 which reflects the CHRF balance at **\$54,746,579.59**.



**Commonwealth Health Research Board
DRAFT Meeting Minutes for March 26, 2026**

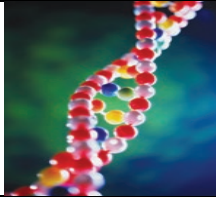
CHRB Financial Reports:

Year-to-date FY 2026 (July 1, 2025 - June 30, 2026) CHRB Administrative & Grant Expenses
 Administrator Sprouse provided the Board with FY 2026 YTD administrative and grant expenses through February 28, 2026: (Per the Commonwealth’s Cardinal accounting system)

Cash Balance as of February 28, 2026 =				\$588,019.03
FY 2026 Approved Budget	Approved	YTD Expenses as of February 28, 2026	% of Total	Difference
Administrative	\$371,944.63	\$230,126.17	62%	\$141,818.46
Grants	\$1,598,501.00	\$1,456,958.74	91%	\$141,542.26
Total	\$1,970,445.63	\$1,687,084.91	86%	\$283,360.72

Florence Neal Cooper Smith Sickle Cell Fund Update:

Administrator Sprouse provided an update on the status of the Florence Neal Cooper Smith Sickle Cell Fund, which was established in fiscal year 2025. The Code language used in fiscal year 2025 did not accomplish what the intended purpose of the bill was per the bill sponsor; therefore, it is the intent of the sponsor to correct this via a budget amendment.



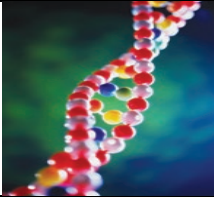
Commonwealth Health Research Board DRAFT Meeting Minutes for March 26, 2026

Other Business to come before the Board:

Key Dates Calendar 2027/2028 Grant Period

Administrator Sprouse provided all members a draft Key Dates Calendar for the 2027/2028 grant period. Members were instructed to review the dates of the three scheduled Board Meetings and notify Administrator Sprouse of any known conflicts. In person attendance at these meetings is encouraged.

Date	Agenda
May 15, 2026	CHRB 2027/2028 Grant Guidelines and Application Instructions for Concept Paper submissions and CHRB Policies and Procedures are posted on the CHRB website.
September 17, 2026	Deadline for receipt of 2027/2028 CHRB Concept Papers submitted via the CHRB's Automated Grant Application System by 4:00 p.m.
December 2, 2026	CHRB Board Meeting (mandatory attendance) <ul style="list-style-type: none"> Review recommendations for those Concept Papers submitted, as part of the 2027/2028 grant application review process, to be developed into Full Proposals.
February 4, 2027	Deadline for receipt of 2027/2028 CHRB Full Proposals submitted via the CHRB's Automated Grant Application System by 4:00 p.m.
March 24, 2027	CHRB Board Meeting (mandatory attendance) <ul style="list-style-type: none"> Review recommendations for those Full Proposals submitted, as part of the 2027/2028 grant application review process that will be presented in person to the CHRB.
May 5, 2027	CHRB Board Meeting (mandatory attendance) <ul style="list-style-type: none"> Hear presentations from grant finalists for the 2027/2028 grant application review process; and, Make decisions about which proposals it will fund for 2027/2028.



Commonwealth Health Research Board
DRAFT Meeting Minutes for March 26, 2026

Public Comment:

Chair Francis Farrell, Ph.D., opened the floor for public comment. No comments were received.

Next meeting:

Chair Francis Farrell, Ph.D. moved that the meeting be adjourned. The motion was seconded by Rawle Seupaul, M.D., voted upon, and passed unanimously by the Board. The meeting adjourned at 12:58 p.m.

The Board's next meeting will be Thursday, May 7, 2026 at a location to be determined.

At this meeting, presentations will be heard from 11 grant finalists. The Board will also make decisions regarding those finalists that will be awarded a CHRB Grant. Due to the number of presenters, the meeting will begin at 8:30 am with the first presentation beginning at 9:00 am.

Conflict of Interest

Current

Proposed

Disclosure of Conflict of Interest

The Principal Investigator (PI) and other professional participants must disclose to the CHRB any conflict, or potential conflict, of interest issues that relate to the CHRB grant application to be considered for CHRB grant funding. These individuals must ensure any conflict or potential conflict of interest issues related to the CHRB grant submission have been reported to, and resolved by, the applicable review committee at the Applicant Institution or Organization. The PI must advise the CHRB in writing of the manner in which the conflict, or potential conflict, of interest was resolved.

The Applicant must disclose professional, personal or financial relations with entities (Pharma companies, industrial corporations, academic institutions, etc.) that are related to the current application if, while not included in the grant, they could nonetheless directly influence the direction of the study, could benefit from the funds, or be later publicly associated with studies funded by the CHRB.

If there are no conflicts, or potential conflicts of interest issues related to the CHRB Grant Application, then a statement to that effect should be provided.

Examples:

- [1] The PI proposes to study tobacco related lung cancer and is currently funded by the tobacco industry
- [2] The PI proposes to study a potential new oncological drug (not yet FDA approved) and currently also is paid by the pharma company that developed the drug to promote the drug in commercial venues
- [3] A post-doc who has just left the PI's lab moved to the department of one of the Board's members and is still collaborating with the PI.

Conflict of Interest Disclosure

As a condition of submission and consideration for CHRB funding, the Principal Investigator and all other professional participants in this application shall disclose any actual, potential, or apparent conflict of interest related to the proposed project or this application.

For purposes of this disclosure, a conflict of interest includes any professional, personal, fiduciary, employment, supervisory, collaborative, or financial relationship or interest that could directly or indirectly influence, or reasonably appear to influence, the design, conduct, reporting, funding, administration, or public perception of the proposed project.

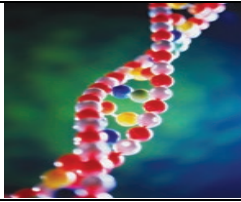
The Principal Investigator certifies that:

1. any such conflict has been disclosed to the Applicant Institution or Organization in accordance with institutional policy;
2. any disclosed conflict has been reviewed by the applicable institutional committee or authorized official;
3. any disclosed conflict has been resolved, reduced, or managed in accordance with institutional requirements; and
4. the Principal Investigator has advised CHRB in writing of the nature of the conflict and the manner in which it was resolved, reduced, or managed.

The Applicant Institution or Organization shall also disclose any professional, personal, or financial relationship with any outside entity related to the current application where that relationship could influence the direction of the study, benefit from CHRB funds, or later be publicly associated with CHRB-funded work.

If no actual, potential, or apparent conflict of interest exists, the Principal Investigator shall so certify in the application.

The Principal Investigator shall promptly update this disclosure in writing if any conflict arises, changes, or is identified after submission of the application and during the period of any CHRB award.



Bylaws of the Commonwealth Health Research Board Effective July 1, 2026

Section I – Bylaws of the Board

Section II – Responsibilities of the Board

Section III – Membership of the Board

Section IV - Board Officers; Method of Election

- A. What officers elected
- B. When officers are elected
- C. How officers are elected
- D. Vacancy in Office
- E. Other Offices
- F. General Duties of Chair
- G. Authority Delegated to Chair
- H. General Duties of Vice Chair

Section V – Board Staff

- A. Virginia Retirement System
- B. General Duties of Administrator
- C. Authority Delegated to Administrator
- D. Cooperation of Other Agencies

Section VI – Board Meetings

- A. How Often
- B. Open to Public
- C. Quorum
- D. Minutes
- E. Written Agenda
- F. Voting
- G. Presentations to the Board
- H. Roberts’s Rules

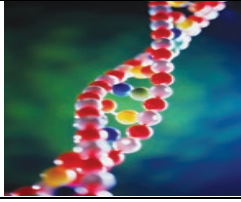
Section VII – Remote Meeting Participation

Section VIII – All-Virtual Public Meetings

Section IX – Board Budget

Section X–Distribution of Grant Funds

Section XI– Review of Bylaws



Bylaws of the Commonwealth Health Research Board Effective July 1, 2026

Section I – Bylaws of the Board

These Bylaws of the Commonwealth Health Research Board, adopted pursuant to a unanimous vote by a quorum of the Board at a public meeting held on **March 26, 2026**, are not designed to be in conflict with existing law and regulation and are superseded by relevant language in the *Code of Virginia* and the *Appropriations Act*.

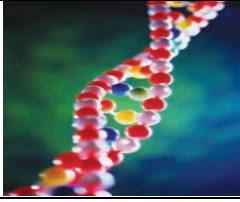
Section II – Responsibilities of the Board

The responsibilities of the Commonwealth Health Research Board shall be those specified in the *Code of Virginia* and in the *Appropriations Act* and as assigned by the Governor and General Assembly. The Board shall administer and implement the Christopher Reeve Stem Cell Research Fund and the Florence Neal Cooper Smith Sickle Cell Research Endowment Fund in accordance with the provisions of the *Code of Virginia*. The Board may assign itself additional responsibilities as necessary to carry out its statutory charge; including, but not limited to, hiring scientific consultants or other consultants, so long as the additional responsibilities are not in conflict with existing laws and regulations. **Each member of the Board shall comply with Virginia Code §§ 2.2-3106 and 2.2-3114, make any disclosure required in conformity with the provisions of Virginia Code § 2.2-3118, disclose any potential conflict of interest vis-à-vis any grant applicant, and take such actions as are necessary to avoid even the appearance of impropriety with respect to any business conducted by the Board. Such disclosure and action shall be reflected in the meeting minutes as appropriate.**

Section III – Membership of the Board

A. The membership of the Board is specified in §32.1-162.23 B. of the *Code of Virginia*. The statute provides that the Board shall be composed of seven members, of whom three shall be appointed by the Governor and four shall be appointed by the Joint Rules Committee. All appointments to the Board are subject to confirmation by the General Assembly. Appointments shall be for terms of five years. Appointments to fill vacancies, other than by expiration of a term, shall be for the unexpired terms. Vacancies shall be filled in the same manner as the original appointments. No member shall serve more than two consecutive five-year terms; however, a member appointed to serve an unexpired term is eligible to serve two additional consecutive five-year terms immediately succeeding such unexpired term.

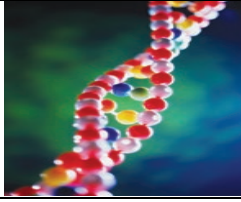
B. Under Subsection, C. Members of the Board shall have substantial experience or expertise, personal or professional, in at least one of the following areas: medicine, medical or scientific research, public policy, government, business, or education. No member shall be an incumbent elected official, state official, state employee, or member of the governing board of a state agency or institution. Members of the Board need not be residents of the Commonwealth.



Bylaws of the Commonwealth Health Research Board Effective July 1, 2026

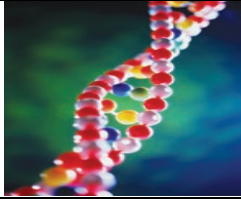
Section IV – Board Officers; Method of Election

- A. The Board shall annually elect a Chair and Vice Chair from its membership to serve until their successors have been elected and begin serving.
- B. Election of the Chair and Vice Chair shall be held at the final meeting of the Board at the end of each grant cycle unless there are extenuating circumstances which require an earlier election. The election of the officers shall be conducted in open session and the newly-elected officers shall begin serving their terms of office immediately.
- C. Candidates for Chair and Vice Chair may be nominated by any member of the Board. Voting shall occur by voice vote, a show of hands, or paper ballot. The nominee for each position receiving the majority of the votes cast by the members attending the meeting shall be elected. No proxy voting shall be allowed. Outcome of voting shall be reflected in the meeting minutes at the time the vote is taken.
- D. A vacancy in the office of Chair shall be filled by the Vice Chair. A vacancy in the office of Vice Chair shall be filled by special election for the unexpired term; such election shall be conducted according to the provisions in paragraphs B. and C. of Section IV herein above.
- E. The Board shall establish other offices to be filled from its membership as it deems necessary.
- F. The general duties of the Chair shall include:
 1. Presiding at all meetings of the Board;
 2. Representing the Board on official occasions. The Chair may designate another Board member or the Administrator to perform this duty when necessary.
- G. The authority delegated to the Chair by the Board shall include, but not be limited to, the following:
 1. The authority to sign grant agreements, addendums, and amendments between the Grantee Institution and the CHRB;
 2. The authority to sign a Memorandum of Understanding between the Commonwealth Health Research Board and the Office of the Attorney General;
 3. The authority to sign a Memorandum of Understanding between the Commonwealth Health Research Board and the Department of Accounts;
 4. The authority to sign contracts between the CHRB and the Scientific Consultants;
 5. The authority to approve payments in excess of amount stipulated in contract with the Scientific Consultants with sufficient justification for the overage;
 6. The authority to approve a variance of up to 10% in the total service fees reflected in the MOU between the CHRB and the DOA. A new MOU will not be required if the variance between the approved service fees and the revised service fees is within a 10% increase or decrease;
 7. The authority to grant or deny a request for reconsideration of a denial of an applicant's opportunity to have his or her Concept Paper or Full Proposal receive a full scientific review, after consultation with at least one scientific consultant and individually polling the other Board members;



Bylaws of the Commonwealth Health Research Board Effective July 1, 2026

8. The authority to grant or deny a request for reconsideration of a denial of an applicant's opportunity to submit a Full Proposal, when the applicant's Concept Paper received a full scientific review but the CHRB did not request that the applicant submit a Full Proposal, after consultation with at least one scientific consultant and individually polling the other Board members.
9. The authority to grant or deny a request for reconsideration of a denial of an applicant's invitation to make a presentation to the Board, after consultation with at least one scientific consultant and individually polling the other Board members;
10. The authority to grant or deny a request for reconsideration of a grant termination or revocation of any portion thereof, for failure to comply with any CHRB's *Policies and Procedures*, any of the CHRB's *Grant Guidelines*, or any requirement or prohibition set forth in the Grant Agreement, after consultation with at least one scientific consultant and individually polling the other Board members;
11. The authority to determine whether information will be withheld from disclosure pursuant to a FOIA exemption;
12. The authority to approve or deny proposed changes or updates in the research protocols as provided by the Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC), after consultation with at least one scientific consultant;
13. The authority to approve or deny a change in the identified professional member of the approved research team, including any change to the salary or percentage of professional effort allocated to any professional member of the approved research team, after consultation with at least one scientific consultant;
14. The authority to approve or deny budget reallocation requests or changes to the approved budget (the budget described in the Full Proposal and approved as part of the CHRB Grant Award), that exceeds 10% of the amount budgeted for a personnel or non-personnel [supplies, animal purchase/maintenance, services and equipment] expenditure, after consultation with the CHRB Administrator and at least one scientific consultant;
15. The authority to grant or deny up to 12-month, no-cost extension requests for Grantee Institutions or Organizations and Principal Investigators, after consultation with the CHRB Administrator and at least one scientific consultant;
16. The authority to seek legal advice from the Office of the Attorney General on behalf of the Board regarding Board matters;
17. The authority to provide the information for discovery responses in the course of litigation on the Board's behalf and approve and authorize the filing of those responses by the Board's counsel after any appropriate consultation and individually polling the other Board members;
18. The authority to hire, or authorize and approve engagement by the Board's counsel of, any expert witness necessary to support the Board's position in any dispute after any appropriate consultation and individually polling the other Board members;
19. The authority to authorize and approve the settlement of claims, including but not limited to matters in litigation and resolutions of fees and costs petitions, against, or asserted on behalf of, the Board where the settlement amount does not exceed \$50,000.00 after any appropriate consultation and individually polling the other Board members;



Bylaws of the Commonwealth Health Research Board Effective July 1, 2026

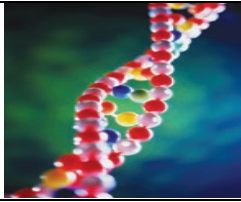
20. The authority to authorize and approve the settlement of claims that do not involve a monetary figure and that do not require the Governor's approval under Virginia Code §2.2-514, after any appropriate consultation and individually polling the other Board members;
 21. The authority to respond to inquiries regarding the Board's application of existing law or to provide information on behalf of the Board, after appropriate consultation and/or individually polling the other Board members; and scientific consultant.
 22. The authority to perform other duties as assigned by the Board or as are necessary to carry out the statutory purpose and/or goals of the Board.
- H. The general duties of the Vice Chair shall include:
1. Performing those duties delegated to him or her by the Chair or performing the Chair's duties in the Chair's absence;
 2. Serving as Acting Chair in the Chair's absence.

Section V – Board Staff

- A. The Virginia Retirement System shall supply the necessary staff required to invest, reinvest and manage the moneys and other property comprising the Fund.
- B. The Board shall hire an Administrator to coordinate the annual CHRB grant process and administer the grant program on a daily basis. The Administrator's general duties shall include, but not be limited to, the following:

Duties Related to the Grant Application Review Process and the Administration of Grant Awards:

1. Coordinating the annual Commonwealth Health Research Board grant application review process through a three-step process: Submission of a Concept Paper, Submission of a Full Proposal, and Presentation of a Full Proposal to the Board;
2. Coordinating the submission of Concept Papers and Full Proposals from applicant institutions or organizations via the CHRB's Automated Grant Application and Management Electronic System.
3. Coordinating with the Department of Accounts' (DOA) information technology services to ensure that the CHRB's Automated Grant Application and Management Electronic System is updated throughout the grant process;
4. Completing an Administrative Review, including a review to determine the accuracy of fiscal information, of each individual Concept Paper and Full Proposal submission to ensure compliance with the CHRB's *Grant Guidelines and Application Instructions* and the CHRB's *Policies and Procedures*;
5. Preparing and updating a Scientific and Administrative Review Summary Sheet for each grant application and uploading the final document to the CHRB's Automated Grant Application and Management Electronic System;
6. Coordinating a response to requests for reconsideration at the Concept Paper, Full Proposal, and Presentation stages of the grant application review process;



Bylaws of the Commonwealth Health Research Board Effective July 1, 2026

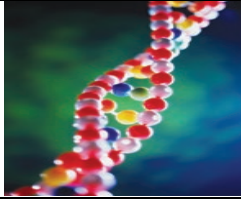
7. Updating CHRB Grant related documents to include: CHRB's *Grant Guidelines and Application Instructions*, *CHRB Policies and Procedures*, *CHRB Bylaws* and the Grant Agreement;
8. Providing training or responding to technical questions of interested parties regarding the CHRB grant application review process in person or via electronic means;
9. Providing feedback, as a courtesy, to Applicant Institutions or Organizations and Principal Investigators that are not awarded CHRB grants; however, at no time will scientific scores be released;
10. Creating and maintaining personalized multi-year spreadsheets to track grant disbursements, expenses, and due dates for interim and final scientific and fiscal reports;
11. Responding, in accordance with the delegations of authority contained in these Bylaws, to inquiries from Principal Investigators who are awarded CHRB grants concerning the submission of interim and final scientific and fiscal reports, no-cost extensions, and other grant-related questions, including various requests for reconsideration submitted to the CHRB's Chair;
12. As a courtesy, notifying Grantee Institutions or Organizations and Principal Investigators of delinquencies regarding reporting requirements;

CHRB Fiscal Responsibilities

1. Coordinating with the Department of Accounts [DOA] to ensure proper distributions of CHRB Grant Award funds, to ensure proper administrative payments, and to ensure accurate information is reflected in the CARDINAL System and is provided for the Annual Comprehensive Financial Report (ACFR);
2. Working with staff at the Virginia Retirement System regarding CHRB fiscal reports, fund transfers, and investment matters as needed;
3. Assisting the Auditor of Public Accounts with audits by providing information and documentation upon request;
4. Assisting DOA with the Agency Risk Management and Internal Control Standards (ARMICS) to ensure fiscal accountability and safeguard the Commonwealth's assets.

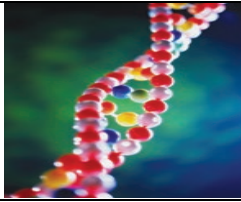
Additional Duties Which Support the Board's Work

1. Drafting and mailing or emailing correspondence on behalf of the Board, including but not limited to, correspondence responding to inquiries from the Directors of the Offices of Sponsored Programs or Research, or other representatives, at institutions or organizations throughout Virginia regarding the grant process, no-cost extensions, personnel changes, budget reallocations, payment processing, evaluation updates, to include leveraged funding and patents;
2. Preparing Board packets/materials for the Board members' deliberative use during Board meetings, including various financial reports and spreadsheets and corresponding with members concerning the Board's business;
3. Assisting the Board's Chair with administrative and grant budgets and personnel issues and obtaining payment authorizations for grant disbursements from the Board's Chair;



Bylaws of the Commonwealth Health Research Board Effective July 1, 2026

4. Participating in the annual review and revision of the CHRB's *Grant Guidelines and Application Instructions*, the CHRB's *Policies and Procedures*, the CHRB's Grant Agreement, the CHRB's Bylaws and other documents related to the grant application process;
 5. Ensuring that the CHRB website is current and accurate;
 6. Ensuring the accuracy of information contained in the CHRB's Automated Grant Application and Management Electronic System;
 7. At the direction of the Board Chair or Members, seeking legal advice from the Office of the Attorney General regarding Board matters, including but not limited to, those concerning grant agreements and submitted documentation, personnel contracts, quorum issues, FOIA issues, and issues arising throughout the grant application review process and the grants administration process;
 8. Responding to FOIA requests on behalf of the Board and distributing press releases, annual reports, and other Board information to parties interested in health research in Virginia;
 9. Serving as the official records custodian of the Board's public records and all documentation created in the ordinary course of the Board's business;
 10. Obtaining post-award evaluations in the process of producing the CHRB Annual Report;
 11. Serving as the CHRB liaison to the staff of the Office of the Governor, Senate Finance Committee or House Appropriations Committee, the Office of the Secretary of the Commonwealth, and the staff of the Joint Rules Committee to provide annual fiscal and appointments information as necessary or as requested; and to make presentations as requested;
 12. Serving as the CHRB liaison to other research related organizations of the Commonwealth;
 13. Proposing improvements and enhancements for a more efficient and effective process for administering, monitoring and evaluation of CHRB Grant Awards;
 14. In compliance with the Library of Virginia Records Management Requirements, establish and maintain a records management and disposition plan for both Awarded Grant Projects and Grant Projects Not Awarded; and,
 15. Performing other duties as assigned by the Board or its Chair.
- C. The authority delegated to the Administrator by the Board and its Chair shall include, but not be limited to, the following:
1. The authority to request additional administrative information from a grant applicant during the administrative review of a Concept Paper or a Full Proposal;
 2. The authority to deny a full scientific review of a Concept Paper or Full Proposal submission based upon administrative noncompliance; (A Concept Paper or Full Proposal may not receive a full scientific review due to noncompliance with CHRB *Grant Guidelines and Application Instructions* or CHRB *Policies and Procedures*.)
 3. The authority to approve or deny budget reallocation requests or changes to the approved budget (the budget described in the Full Proposal and approved as part of the CHRB Grant Award), that do not exceed 10% of the amount budgeted for a personnel or non-personnel (supplies, animal purchase/maintenance, services and equipment) expenditure, after consultation with at least one scientific consultant;
 4. The authority to approve CHRB administrative expenses of \$1,500 or less;
 5. The authority to approve member travel reimbursements of \$1,500 or less;

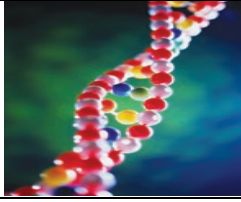


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6. The authority to approve business meal reimbursements up to 50% over the applicable U.S. General Services Administration (GSA) guidelines with sufficient justification and the original, itemized receipt.
 7. The authority to approve business travel lodging reimbursements up to 50% over the applicable U.S. General Services Administration (GSA) guidelines with sufficient justification of the circumstances warranting the exception.
 8. The authority to approve payment to scientific consultants for services provided to the Board as long as it does not exceed the total amount specified in the MOU between the scientific consultant and the CHRБ;
 9. The authority to enter into a contract with entities for meeting space, dining services and meeting insurance;
 10. The authority to perform the general duties listed in Section V.B. herein above, the authority to enter into contracts of up to \$100,000 in value on behalf of the CHRБ as authorized and approved by the Board, and other duties as assigned by the Board or its Chair.
 11. The authority to travel on CHRБ-related business with approval from the Chair.
- D. All agencies of the Commonwealth shall cooperate, and upon request, assist the Board in the performance of its duties and responsibilities as set forth in Virginia Code §32.1-162.27.

Section VI – Board Meetings

- A. The Board shall meet at least three times annually or more frequently at the call of the Chair. Meeting dates will be reflected on the CHRБ website at www.chrb.org and on the Commonwealth Calendar.
- B. Board meetings shall be open to the public and held in accordance with the Virginia Freedom of Information Act.
- C. A majority of the members of the Board serving at any one time shall constitute a quorum for the transaction of business.
- D. The minutes of each Board meeting shall be posted timely to the CHRБ website and distributed to the members prior to the next meeting.
- E. A written agenda shall be distributed to the members prior to the next meeting.
- F. Voting on any agenda item considered by the Board shall occur by voice vote or a show of hands. No proxy voting shall be allowed.
- G. Except for Board members, only a person who makes prior arrangements with the Chair or staff and is recognized by the Chair normally shall be entitled to make a presentation at a meeting of the Board.
- H. Except as prescribed in these Bylaws, all Board meetings shall be conducted in accordance with the rules and procedures set forth in the most recent, available edition of Roberts's Rules of Order.



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Section VII – Remote Meeting Participation

Electronic Communication Meetings Policy Concerning Remote Participation by Individual Members

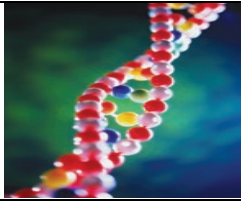
It is the policy of the Commonwealth Health Research Board (the “CHRB”) that individual members of the CHRB may participate in meetings of the CHRB by electronic means as permitted by §2.2-3708.3 of the Code of Virginia. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the CHRB to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

When such individual participation is due to a personal matter, such participation is limited in accordance with Virginia Law that is in effect at that time.

Requests for a member to participate from a remote location shall be conveyed to the CHRB’s Administrator, who shall then relay such request to the Chair of the CHRB. The request of the member to participate from a remote location shall be recorded in the minutes of the meeting.

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act (§§2.2-3700 et seq. of the Code of Virginia). If a member’s participation from a remote location is challenged, then the CHRB shall vote on whether to allow such participation. If the CHRB votes to disapprove of the member’s participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

This policy applies to any meeting of any subcommittee of the CHRB as well as to meetings of the full CHRB.



Bylaws of the Commonwealth Health Research Board Effective July 1, 2026

Section VIII – All-Virtual Public Meetings

Electronic Communication Meetings Policy Concerning the CHR B’s Holding All-Virtual Public Meetings

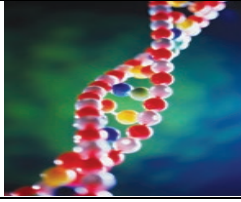
It is the policy of the Commonwealth Health Research Board (the “CHR B”) that the CHR B may hold all-virtual public meetings as permitted by §2.2-3708.3 of the Code of Virginia. This policy shall apply to the entire membership of the Board and without regard to the identity of the member who requests that the meeting be held virtually via electronic communications means and without regard to the matters that will be considered or voted on at the meeting.

Whenever a member of the CHR B wants the CHR B to hold an all-virtual public meeting, that member shall notify the CHR B’s Administrator in writing by e-mail at least 7 working days before the date on which the meeting is to be held, and the CHR B’s Administrator shall poll each member individually to determine whether there are any objections to proceeding in that fashion. If no objections are received in writing by the Administrator, the Administrator shall relay to the Chair that the request was made, note the all-virtual nature of the meeting in all notices concerning the meeting, and provide such notice to the public at least three working days before the date on which the meeting is to be held. The request that the CHR B conduct an all-virtual public meeting shall be recorded in the minutes of the meeting. If any objection to holding the all-virtual meeting is received by the Administrator from any member of the Board, the Board shall vote on whether to allow an all-virtual meeting, and if it disapproves of holding an all-virtual meeting, because holding an all-virtual meeting would violate this policy or Virginia law, such disapproval shall be recorded in the minutes with specificity. The minutes shall include other information as required by §§2.2-3707 and 2.2-3708.3 depending on the type of all-virtual public meeting held.

This policy requires that any notice notifying the public of the method by which the CHR B chooses to meet shall not be changed unless the CHR B provides a new meeting notice that complies with Virginia Code §2.2-3707. This policy also requires that public access shall be provided to any all-virtual public meeting by electronic communication means such that the public will be able to hear all members of the CHR B that are participating in the all-virtual public meeting and to see them when audio-visual technology is available. Live contact information shall be provided to the public so that the CHR B can be alerted if the audio or video transmission of the meeting fails, and the CHR B is required to take a recess until public access is restored if public transmission fails. This policy also requires the CHR B to provide a copy of the proposed agenda and copies of all non-exempt material furnished to the CHR B members to the public in electronic format at the same time that such material is provided to the CHR B members. The public must be afforded an opportunity to provide comment electronically when public comment is customarily received, and public transmission of the all-virtual meeting must resume to the public before the CHR B votes to certify any closed session held during the all-virtual meeting. No more than two CHR B members can be together at the same remote location for an all-virtual meeting unless that location provides physical access to the public, as well.

Under this policy, the CHR B can convene an all-virtual public meeting only two times per calendar year or 25% of the meetings held per calendar year rounded to the next whole number, whichever is greater, and the CHR B cannot hold an all-virtual public meeting consecutively with another all-virtual public meeting. Minutes of all-virtual public meetings shall be taken as required by Virginia Code §2.2-3707 and state the type of electronic communication means by which the meeting was held.

This policy applies to any meeting of any subcommittee of the CHR B as well as to meetings of the full CHR B.



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Section IX– Board Budget

The Board shall develop an annual budget for the expenses of administrative support, travel for members, the hiring of scientific consultants or other consultants to perform duties as set forth in their contracts, and other costs for which the Board may wish to budget.

Section X - Distribution of Grant Funds

An amount not to exceed six percent of the moving average of the market value of the Fund calculated over the previous five years or since inception, whichever is shorter, on a one-year delayed basis, net of any administrative fee assessed pursuant to subsection E of *Virginia Code* § 51.1-124.36, may be expended in a calendar year for any purpose permitted by the provisions of the *Virginia Code* that establish the Commonwealth Health Research Board and govern its operations. The Board shall not be required to expend such amount in a calendar year, and any amount up to such six percent that is not expended in a calendar year may be expended in any other calendar year.

Grant funds are disbursed through an internal process established by the Board in compliance with the CHRB's *Grant Guidelines and Application Instructions*, *the CHRB's Policies and Procedures*, the terms and conditions of the signed grant agreement between the CHRB, the Principal Investigator, and the Grantee Institution or Organization, and the Commonwealth of Virginia accounting requirements.

Section XI - Review of Bylaws

These Bylaws shall be reviewed and revised, as necessary. Any member may propose amendments to the Bylaws at any time. Proposed amendments must be presented in writing and be discussed by the Board prior to being voted on. A majority vote of the total membership in attendance at the meeting at which the vote is taken shall be required to adopt any amendments to the Bylaws.

Commonwealth Health Research Board

Proposed CHRB FY 2027 Administrative Budget

Object/ Subobject	Description	Approved FY 2026 Administrative Budget (March 27, 2025 Meeting)	Proposed FY 2027 Administrative Budget (May 7, 2026 Meeting)	Reason for Change
1124	Salary: CHRB Administrator	\$134,543.75	\$138,580.06	assumes 3% salary increase
1111	Employer Retirement Contributions/VRS	\$19,455.03	\$20,038.68	
1112	Social Security and Medicare	\$10,292.60	\$10,601.37	
1114	Group Life Insurance	\$1,802.89	\$1,856.97	
1115	Medical/Hospitalization Insurance	\$23,184.00	\$26,580.00	
1116	Retiree Health Medical/Hospitalization Insurance Credit	\$1,506.89	\$1,552.10	
1117	Long-term Disability Insurance	\$820.72	\$845.34	
1138	Deferred Compensation Match Payment	\$480.00	\$480.00	
1211	Postal Express Services (UPS)	\$500.00	\$500.00	no change
1214	Postal Services	\$300.00	\$300.00	no change
1215 1219	Printing Services/Inbound Freight	\$1,000.00	\$1,000.00	no change
1221	Memberships	\$500.00	\$250.00	decrease
1224	Conference/Training Registrations (CPA license)	\$750.00	\$500.00	split to line item 1227
1227	Conference/Training travel costs	\$0.00	\$500.00	new line item
1243	Attorney Services	\$12,000.00	\$12,000.00	per MOU through FY 2027
1244	Management Services:	\$71,610.00	\$91,080.00	see backup tab
1245	Transition Services	\$5,000.00	\$0.00	no longer needed
1264	Meals: not incurred during travel (meeting catering)	\$3,000.00	\$3,000.00	no change
1273	Information Management Design and Development Services provided by DOA	\$10,500.00	\$10,500.00	no change
1278	Information Technology Infrastructure Services provided by VITA	\$45,582.79	\$45,116.09	DOA Estimates
1282	Travel, Personal Vehicle: mileage (Board Members and Scientific Consultants Travel)	\$3,500.00	\$4,000.00	2 additional consultants
1283	Train and Taxi (Board Members and Scientific Consultants Travel)	\$1,000.00	\$1,500.00	
1285	Lodging, Parking and Tolls (Board Members and Scientific Consultants Travel)	\$3,000.00	\$3,500.00	
1288	Meals: incurred during travel (Board Members and Scientific Consultants Travel)	\$2,000.00	\$2,500.00	
1312/ 1313	Office Supplies, Stationary and Forms	\$2,500.00	\$2,500.00	no change
1534	Copier/Printer/Scanner Lease	\$2,500.00	\$2,500.00	no change
1538	Building Rental	\$0.00	\$6,000.00	separate line item now - previously in 1541
1541	Fiscal Services: Department of Accounts (DOA)	\$14,050.97	\$9,509.63	no longer includes rent (see 1538)
1547	Department of General Services eVA Fees	\$25.00	\$25.00	no change
1551	General Liability Insurance	\$400.00	\$400.00	no change
1555	Worker's Compensation	\$140.00	\$140.00	no change
1266	Network Solutions: CHRB Domain name registration (renewed December 2024 for 2 years; next charge FY27)	\$0.00	\$100.00	Renewed through FY 2026; next charge FY 2027
	Total Approved Administrative Budget	\$371,944.63	\$397,955.24	\$26,010.62