**BMT CTN Finance Call Agenda/Minutes**

**Date:** 24 August 2022

**Attendees:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| X | Matt Johnson  | X | Krista Sharma | X | Elizabeth O’Donnell |  | Steve Yowan |
|  | Megan Boyd |  | Adam Mendizabal |  | Katie Robart Bal |  | Iris Gersten |
|  | Patty Steinert |  | Laurie O’Reilly |  | Robyn Schulist  |  | Tanya Harris |
| X | Nassra Waul | X | Lindsay Zarkhi | X | Nicole Ritzau |  |  |

X indicates Participation; Add Guests, if applicable and include Name & Affiliation

**Topics:**

* Review Previous Action Items (**Matt**) – **1503 note sent out by Adam to MCW last week.**
* **Fiscal year end** – Reminder that NMDP needs Emmes and MCW estimates for September billing by October 3rd or morning of the 4th so we can make an accurate accrual. These do not need to be final numbers.
* Main grant/1903  **(Patty/Laurie) – MCW needs the final reconciliation by 9/15. NMDP will have August invoice to MCW before that date. Emmes to take as an action item if they would be requesting carryforward of any unspent funds from the main grant this grant year. Last year a memo was used to document dipping into the 1903 funds to support the main grant with the intent that eventually the main grant spending will slow down and even out with the 1903 funds. Emmes to work on this memo again this year.**

**Both entities will need to give a new budget justification based on expected spend rather than the plug to the funded number we gave in May. Will want to get this done as quick as possible after August numbers are finalized so that NMDP and Emmes work at-risk for as short amount of time as possible.**

* 2001 **– Laurie informed NMDP that the subaward submission was in process.**
* Invoice Payment Status **(Elizabeth) – No past due invoices.**
* 1902 **- (Megan) – Signature still needed from Emmes.**
* Sanofi-Johns Hopkins Study – (**Matt/Nassra/Adam**) – **Emmes sent NMDP reduced budget yesterday 8/23. Matt to send out updated budget.**
* Sobi HLH Study– **No update.**
* Janssen Study **(Adam) – No update. Potentially waiting on a formal letter to Janssen from Emmes accompanying the budget. Adam out this week.**
* Incyte Study **– Protocol development agreement was signed. Matt to forward the email with the executed agreement to Nassra. Subawards could likely be put into motion immediately.**
* 2002 Full Trial **(Jenn/Elizabeth) – Change order coming from Emmes but likely not for a couple months.**
* 2101 (**Matt**) **– Matt to double check Mary’s approval of Emmes’ Mod #6.**
* 1904  **(Matt) – Elizabeth and Nicole to follow up with team and make sure the PK related costs are being separated out for billing to NMDP (Medac funding).**
* 1705 (**Iris**) – **Change order still with Emmes but coming soon.**
* **Matt to send out updated remaining funding to Emmes for 1301, 1302 and 1401.**

Total Grant Funding Analysis **(Debbie/Matt/Adam) –**

**Action Items:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project or Protocol #(s)** | **Date** | **Actions** | **Responsible** | **Due Date** | **Status** |
| **1705** | 27-Jul-22 | 1705 Change Order, should be ready for internal Emmes review next wek | Emmes/Terry | 01-Aug-22 | open |
| **ALL** | 27-Jul-22 | NMDP needs Emmes and MCW September billing estimates by 10/3 or morning of 10/4 at the latest to make accrual for year end. | Lindsay, Elizabeth, Nassra and Tanya | 03-Oct-22 | open |
| **1503** | 27-Jul-22 | Adam to send note to everyone after meeting with Mary about 1503 | Adam | 05-Aug-22 | done |
| **Sanofi-Johns Hopkins** | 27-Jul-22 | Matt to translate budget into Sanofi template | Matt | 31-Aug-22 | open |
| **Main Grant** | 24-Aug-22 | Emmes team to talk with Adam about potential carryforward request of unused current year main grant funds. | Elizabeth | 31-Aug-22 | open |
| **Main Grant** | 24-Aug-22 | Emmes to work on memo detailing use of 1903 funds for main grant. | Lindsay | 15-Sep-22 | open |
| **Sanofi-Johns Hopkins** | 24-Aug-22 | Matt to send out updated, reduced budget to leadership | Matt | 25-Aug-22 | open |
| **1904 (Medac)** | 24-Aug-22 | Emmes following up with team to ensure billing of PK related funds to NMDP subaward from Medac | Elizabeth and Nicole | 27-Aug-22 | open |