

MBDH Steering Committee Meeting

April 17, 2019





Agenda

- Old Business
 - MBDH Phase 2: Final draft cooperative agreement FATC (Financial/Administrative Terms and Conditions) received from NSF
 - Reminder on All-Hands Meeting 2019: Save-the-Date on Oct. 28-30 in Chicago, IL
 - Items and events for newsletter and blog
- New Business
 - A number of NSF HDR solicitations are out (see on [MBDH website](#)): the Hub can provide LoCs
- Proposed Topics for discussion
 - Lessons Learned from Phase 1: developing a process for collecting SC members' feedback over the next couple of months

MBDH Phase 2

- Main changes with regards to phase 1:
 - Cooperative Agreement (CA) with NSF, not a standard grant
 - Collaborative proposal: each Hub “core institution” has PIs and sometimes co-PIs, with UIUC as “lead” institution
 - Expenses cap on the first two years of the award: \$~2M (=half of the budget).
 - Award for Y3 & 4 is dependent on satisfactory progress, evaluated by NSF after 21 months

Governance

	Project Team (PT) 	Seed Fund Steering Committee (SFSC) 	National Coordination Committee (NCC) 	Community & Stakeholder Committee (CSC)* 
Composition	all PIs and members of the Executive Director staff (ED, Deputy ED, and/or PMs)	<ul style="list-style-type: none"> Small in size and representative of the BD Hub's community. Chaired by a community member (not a PT member) 	TBD	continuity
Role	<ul style="list-style-type: none"> Manage day-to-day operations and support activities and services Produce reports 	<ul style="list-style-type: none"> Administer the Seed Fund Develop and administer policies for allocation of the Seed Fund 	TBD	continue to provide input for working groups and other Hub development activities.
NSF Point of Contact?	Yes: Project POC	Yes: Chair of SFSC	Yes: NCC POC	None

* The CSC description is from the MBDH proposal, not from the FATC draft

Deliverables & Reporting Timeline

- ★ Monthly PT calls with NSF
- ★ Quarterly Progress reports to NSF and All Hubs NCC call
- ★ Annual reports to NSF

- **External Evaluator** contracted
- **Draft Strategic Plan:**
 - Objectives and goals of MBDH and NCC
 - Linkage of structure to goals
 - Management and staffing plan
 - Impact measures
 - Sustainability plan

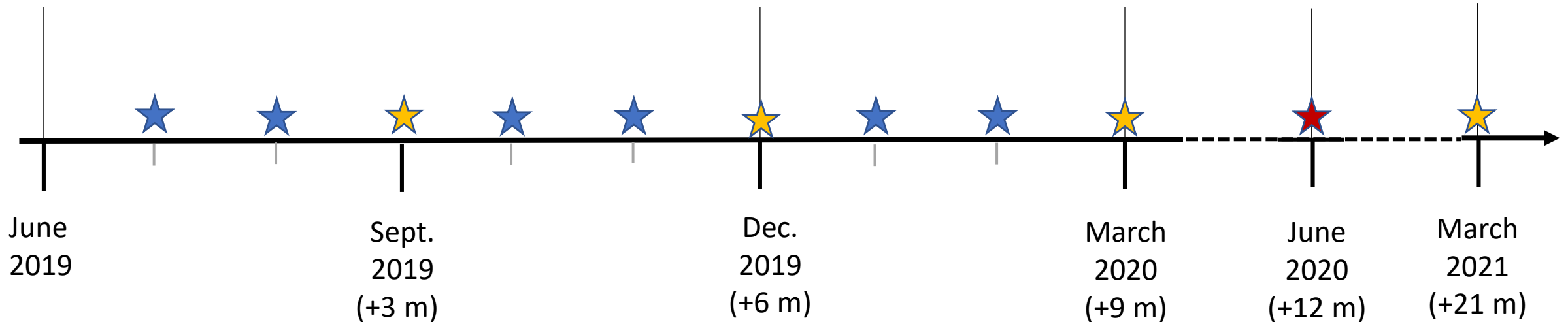
- **NSF Site Visit**
- Formative and preliminary summative **Evaluation**

Phase 2 NSF award
(anticipated)

NCC POC
named

Final strategic plan

Evaluation



Strategic Plan

- Contains goals for the life of the award
- Most of its detail on the activities for the first two years
- May evolve during the course of the project
- Includes:
 - Description of **objectives and goals** of the BD Hub and NCC
 - Linkage of Structure to Goals: list **planned BD Hub project activities** as well as a diagrammatic representation that links the activities to the objectives and goals they satisfy
 - **Management and Staffing plan**: staffing of the PT, the SFSC, the Hub representation on the NCC and the External Evaluation Team. Description of project governance mechanisms and Seed Funds allocation processes.
 - **Impact measures**: how to measure progress towards BD Hub and NCC goals (naming metrics)
 - **Sustainability Plan** and how progress of this plan is to be measured

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Lessons Learned from the Hub Phase 1

- How can we collect Steering Committee members' feedback on the first 3 years of operation?
- Examples of past input from the SC?
- Topics for which feedback may be welcome:
 - Hub past vision and objectives
 - Hub's organizational management
 - Hub community building process and activities
 - Sustainability strategies
 - Opportunities to pursue
 - Metrics, outcomes used to track down progress
- Process:
 - Survey? Googleform?