

**National Cancer Institute (NCI)
Integrated Canine Data Commons (ICDC) Steering Committee (SC)**

**Teleconference
Wednesday, March 25, 2020**

Participants (*Present)

External Committee Members

Matthew Breen
Renee Chambers
Dawn Duval*
Allison Heath*
Will Hendricks*
Warren Kibbe*
Debbie Knapp, ICDC-SC Chair*
Cheryl London*
Jeff Trent
Roel Verhaak
Shaying Zhao

Internal Committee Members (NCI, National Institutes of Health, and Frederick National Laboratory for Cancer Research [FNLCR])

Matthew Beyers*
Allen Dearry*
Toby Hecht*
Paula Jacobs*
Tony Kerlavage*
Erika Kim*
Amy LeBlanc*
Christina Mazcko*
Philip Musk*
Elaine Ostrander*
John Otridge
Ralph Parchment, ICDC-SC Managing Secretary
Connie Sommers*
Greg Tawa*

Others

Lori Lydard
Tara Whipp
Mary Cerny (writer)*

Opening and Welcome

Mr. Beyers filled in for Dr. Parchment, who was not able to attend the meeting. Dr. Knapp and Mr. Beyers opened the meeting at 11:30 a.m. EDT and welcomed attendees. Dr Knapp thanked Committee members for their ongoing efforts given the challenges with the current public health situation.

Minutes of the December 2019 and February 2020 Meetings

The minutes of the December 18, 2019, ICDC-SC meeting were accepted as revised per comments and corrections noted during the January meeting. The minutes of the February 19, 2020, ICDC-SC meeting were accepted with correction of the spelling of "PRECINCT" and with the notation that Dr. Kibbe was present. Ms. Cerny will correct the minutes of the February meeting as noted.

Reports from the Working Groups (WGs)

Data Governance Advisory Board (DGAB) Chair's Report

The DGAB continues to monitor and review submissions for proposals for the ICDC. The number of submissions to date is small. There is a call for more data sets to build a back log of cases and data for the commons. Feedback was requested as to how to expand outreach to a broader range of groups outside the Comparative Oncology Trials Consortium to invite them to participate in the ICDC. Suggestions included:

- Having the NCI communications teams publicly announce that there is an open call for submissions;
- Coordinating with other canine data commons, consortium, and resources to operationalize a plan to access those resources' public data sets;
- Contacting other teams (e.g., at the University of Wisconsin) who are conducting and reporting on canine clinical cancer trials to invite them to submit proposals to add their data to the commons;
- Reaching out to groups that have published canine genomic data sets;
- Searching relevant databases, including the NIH Research Portfolio Online Report Tools (RePORT) Expenditures and Results tool (RePORTER), by NCI contract number to identify teams and studies with data sets that could be submitted to the ICDC;
- Posting notices/announcements on veterinary oncology Listservs and the Clinical and Translational Science Award One Health Alliance (COHA) website, which will be launched in the near future; and
- Reaching out to NCI-designated cancer centers, foundations (e.g., Canines 4 Kids), industry partners, and other non-publicly funded research organizations and teams.

The first steps will be to start the conversation by drafting and sending a letter introducing potential contributors to the ICDC. Initial efforts will likely focus on a smaller number of groups and data sets (e.g., 5–10), but the goal is to have as many complete data sets as possible within the ICDC.

Drs. Hecht and Sommers will work on an outreach plan based on the SC's discussion and suggestions, including identifying staff to search databases for NCI-funded research. Mr. Beyers

will draft a brief background and introductory paragraph about the ICDC for the letters, postings, and announcements. Dr. Kim and Mr. Beyers will follow up with the NCI communications teams. Dr. Knapp will follow up with industry partners to introduce them to the ICDC as part of this initial outreach. Dr. Hendricks will put together a list of candidate publications and groups to consider contacting for genomic data sets.

Best Practices Subcommittee (BPS) Chair's Update

The BPS has continued its review of the DGAB Data Submission Guidelines and comments on the guidelines and has put together a list of field types and values for various studies, cases, and other parameters used for data submission. The BPS is continuing to explore how best to standardize formats for these parameters and create a framework for collecting data across the four areas consistent with the BPS working groups: clinical/pathology, genomics, imaging, and immunology. The goal is to have very clear, concise guidance so that submitters know what information they need to provide in order to streamline the submission process.

The BPS is now looking for feedback from the ICDC-SC, including any objections, to what has been drafted to date. One issue is how best to define how canine tumors are staged and how staging should be curated (e.g., using WHO or other schema), with the plan being to offer submitters a checklist list of parameters from which they can choose.

It was noted that extensive clinical data are not always available for genomic data sets. For the canine commons, this is not necessarily a problem as long as case-related information (e.g., age, breed, weight) and sample-specific characteristics (e.g., tumor vs. healthy tissue, treatment status, body site, tumor pathology, how samples were preserved) associated with the sequences can be captured. The glioma study is a good example of the type of data that should be provided. The ICDC can accept both longitudinal and individual sample data. Dr. London suggested discussing this issue further with Dr. Heather Gardner at Tufts University. Dr. London's group is doing primarily whole genome sequencing in healthy and tumor tissue, with integration of some RNA sequencing data from other groups. Because of discordance in the sequencing data, the team continues to focus on whole genome sequencing.

Mr. Beyers will consolidate what has been drafted by the BPS, along with additional recently submitted ClinPath and imaging fields, and post a draft document under the SC folder on the ICDC Box page. He will notify members by email when the file is available. Members were asked to review and comment on the proposed information for submitters.

Other Issues

None

Administrative Items

April ICDC-SC Meeting

The next meeting of the ICDC-SC will be held via teleconference on Wednesday, April 15, 2020, from 11:30 a.m. to 1:00 p.m. ET. Dr. Parchment will forward the meeting information and materials ahead of the April teleconference.

DGAB and BPS Meetings

Dates and times of other upcoming meetings are still to be determined. Details will be distributed to committee members as they become available.

Honoraria

External members were reminded to continue to forward the paperwork for their honoraria to Ms. Lydard. Anyone having problems with the form or reimbursement should contact Dr. Parchment.

Conflict of Interest (COI)/Confidentiality Agreement: Annual Update

The COI and confidentiality policies for the ICDC-SC are being revised and will be distributed to members by Dr. Parchment as soon as the updates are available. Members were asked to review the updated policies and complete the form(s) with any COI issues they may have.

Action Items

- For the plan to expand outreach for proposal submissions:
 - Drs. Hecht and Sommers will take the lead on identifying resources, organizations, and investigators to contact and the initial steps for outreach/contact.
 - Mr. Beyers will draft a brief background paragraph about the ICDC for letters, postings, and announcements.
 - Dr. Kim and Mr. Beyers will follow up with the NCI communications teams.
 - Dr. Knapp will follow up with industry partners.
 - Dr. Hendricks will put together a list of candidate publications and groups to consider contacting for genomic data sets.
- Dr. London will ask Dr. Gardner to contact Dr. Ostrander to discuss submissions of canine genomic data sets.
- Mr. Beyers will consolidate and post the parameters and fields drafted by the BPS for the submission process in the SC folder on the ICDC Box page. He will email members a link when the information is available. Members were asked to review and comment on the proposed parameters.
- Dr. Parchment will distribute the updated ICDC-SC COI policy when available. Members need to fill out the new form and identify and address any COIs they may have.
- Ms. Cerny will correct the minutes of the February meeting.
- Topics for future meetings should be forwarded to Drs. Knapp and Parchment.
- Dr. Parchment will forward the logistics information and materials for the next teleconference as they become available.

Adjournment

The meeting was adjourned at 12:05 p.m. EDT.