

the state stem cell agency

# Preliminary 2014/15 FY Budget

Finance Subcommittee May 12, 2014

#### **Executive Summary**



- > 14/15 Budget Request: \$17.866M
- Budget: Year over year budget
   Up 2.4%
   \$423,000 Increase
- Biennial/Triennial Costs:
   \$300,000 Grantee Meeting
   \$250,000 Performance Audit

## 2014/15 One-Year Strategic Goals



- 1. CIRM PORTFOLIO TO INCLUDE AT LEAST 5 TO 10 PROGRAMS ACTIVELY ENROLLING PATIENTS ON STEM CELL-BASED CLINICAL TRIALS.
- 2. LAUNCH THE ALPHA STEM CELL CLINIC NETWORK FOR STEM CELL THERAPIES IN CALIFORNIA.
- 3. ENABLE FUNDING OF 5-10 NEW, POTENTIALLY HIGH IMPACT BASIC RESEARCH PROJECTS THAT COULD PRODUCE TRANSFORMATIVE RESULTS AND ENABLE NOVEL THERAPEUTIC APPROACHES.
- 4. INITIATE AT LEAST 3-5 PRECLINICAL DEVELOPMENT PROGRAMS DERIVED FROM CIRM-FUNDED TRANSLATIONAL RESEARCH.
- 5. INITIATE 10-15 NEW PROJECTS THAT PROPOSE NOVEL TOOLS AND TECHNOLOGIES TO ADDRESS TRANSLATIONAL BOTTLENECKS IN STEM CELL REGENERATIVE MEDICINE.
- 6. Leverage of >\$80 million in new outside commitments for CIRM programs and pursue alternative funding to support CIRM activities in line with strategic plan.
- 7. Develop short to long-term financial forecasts to enable CIRM to meet its strategic objectives while maintaining costs within the 6% cap.
- 8. Devise mechanism(s) to enhance oversight of revenue sharing compliance and administration, and track IP for return of commercialization funds for California.
- 9. IDENTIFY NEW CIRM PREMISES FOR MOVE IN 2015.
- 10. ENHANCE OUR SOCIAL MEDIA STRATEGY TO INCREASE THE NUMBER OF MONTHLY IMPRESSIONS BY 20 PERCENT FROM THE CURRENT 180,000 TO 215,000 TO FURTHER ENGAGE CALIFORNIANS ABOUT CIRM'S ACHIEVEMENTS.
- 11. INCREASE BY 50% THE NUMBER OF CIRM RECOGNIZED COMPONENTS WITHIN MAJOR SCIENTIFIC CONFERENCES, INDUSTRY WORKSHOPS, AND CRITICAL SCIENCE AND INDUSTRY PUBLICATIONS.

#### Assumptions



- CURRENT STRATEGIC DIRECTION AND RESEARCH FUNDING PROGRAM SCHEDULE MAINTAINED
  - LAUNCH ALPHA STEM CELL CLINIC NETWORK
  - DISEASE TEAMS/STRATEGIC PARTNERSHIPS REVIEWS/EVALUATIONS
  - CIRM PORTFOLIO TO INCLUDE 5 TO 10 PROGRAMS ACTIVELY ENROLLING PATIENTS IN STEM-CELL BASED CLINICAL TRIALS
  - INITIATE 3 TO 5 PRE-CLINICAL DEVELOPMENT PROGRAMS FROM CIRM'S TRANSLATIONAL RESEARCH
- INCREASED PUBLIC OUTREACH
- ATTRACT INDUSTRY ENGAGEMENT AND INVESTMENT IN CIRM'S PROJECTS
- 3.5% FOR MERIT/SALARY ADJUSTMENTS
- 13/14 PERFORMANCE AUDIT
- GRANTEE MEETING
- ELIMINATION OF 5 POSITIONS AND CONVERSION OF EXTERNAL SERVICES TO POSITION
- NO SIGNIFICANT EMPLOYEE TURNOVER
- BENEFIT INCREASES
  - 2% RETIREMENT
  - o 1% HEALTH

## Risks



- CHANGE IN PRIORITIES/NEW ACTIVITIES MAY RESULT IN
   INCREASED COSTS NOT BUDGETED
- CHANGES TO FUTURE FUNDING SCHEDULE, AS A RESULT GWG MAY NOT MATERIALIZE AS BUDGETED OR WILL MATERIALIZE AT HIGHER RATE
- UNKNOWN WHETHER CIRM WILL INCUR COSTS IN 2014/15 FOR NEW FACILITIES
- RETIREMENT/HEALTH BENEFIT RATE CHANGES MAY MATERIALIZE
   BEYOND BUDGETED AMOUNTS

## 2014/15 FY Budget Rollup

\$ in 000s	SO-R	esearch	S0-	Develop	Pres	(	Chair	(	Comm	Legal	IT	Fi	nance	T	otal
Employee Expenses (Salary & Benefits)	\$	3,236	\$	2,592	\$ 1,462	\$	1,485	\$	744	\$ 996	\$ 622	\$	980	\$1	2,118
External Services	\$	57	\$	80	\$ 57	\$	90	\$	225	\$ 711	\$ 144	\$	651	\$	2,015
Reviews, Meetings & Workshops	\$	1,403	\$	542	\$ 192	\$	230	\$	34	\$ 75	\$ -	\$	-	\$	2,476
Memberships & Training	\$	32	\$	26	\$ 135	\$	7	\$	7	\$ 53	\$ 6	\$	10	\$	277
Travel & Out-of-Pocket	\$	88	\$	78	\$ 92	\$	122	\$	21	\$ 41	\$ 4	\$	29	\$	474
Equipment, Supplies, Software & Telecom	\$	3	\$	38	\$ 3	\$	20	\$	10	\$ 7	\$ 298	\$	127	\$	506
FY14/15 Budget	\$	4,820	\$	3,356	\$ 1,941	\$	1,954	\$	1,042	\$ 1,884	\$ 1,074	\$	1,796	\$1	7,866
FY13/14 Budget	\$	4,776	\$	3,365	\$ 1,719	\$	2,055	\$	1,051	\$ 2,058	\$ 994	\$	1,426	\$1	7,443
\$ Change	\$	44	\$	(9)	\$ 222	\$	(101)	\$	(9)	\$ (174)	\$ 80	\$	370	\$	423
% Change		0.9%		-0.3%	12.9%		-4.9%		-0.9%	-8.5%	8.1%		25.9%		2.4%

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#### Budget Year Over Year



Category	14/15 FY:	13/14 FY:	Change
Employee Expenses: <ul> <li>Position Reductions</li> <li>Merit</li> <li>Benefits</li> </ul>	\$12,118M	\$12,176M	(-\$58)
<ul> <li>External Services:</li> <li>Conversion of IT Services to Position</li> <li>Public Communications</li> <li>CDAp</li> <li>Consulting Services Performance Audit</li> </ul>	\$2,015M	\$2,046M	(-\$31)
Reviews, Meetings & Workshops: > Grantee Meeting > CDAp Meetings	\$2,476M	\$2,014M	(+\$462)
Travel: ≻ Overall Reduction	\$474K	\$532K	(-\$58)

## Comparison of 2013/14 Year-end Forecast to 2014/15 Budget

\$ in 000s	13/14 BUDGET	13/14 YEAR-END FORECAST	14/15 BUDGET	VARIANCE FORECAST TO 14/15 BUDGET
EMPLOYEE EXPENSES	\$12,176	\$11,655	\$12,118	\$463
EXTERNAL SERVICES	2,046	2,090	2,015	(75)
REVIEWS, MEETINGS, & WORKSHOPS	2,014	1,578	2,476	898
MEMBERSHIP & TRAINING	222	166	277	111
TRAVEL	532	422	474	52
EQUIPMENT, SUPPLIES, SOFTWARE, AND TELECOM	453	398	506	108
TOTAL	\$ 17,443	\$ 16,309	\$ 17,866	\$ 1,557

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SCIENCE OFFICE-RESEARCH (P OLSON)				
	2013/14 YEAR-END FORECAST 2014			
EMPLOYEE EXPENSES				
TOTAL EMPLOYEE EXPENSES	\$3,175,145	\$3,235,916		
OPERATING EXPENSES AND EQUIPMENT				
EXTERNAL SERVICES	59,000	57,000		
REVIEWS, MEETINGS, & WORKSHOPS	895,761	1,403,300		
MEMBERSHIPS & TRAINING	25,000	32,359		
TRAVEL	70,000	88,200		
EQUIPMENT, SUPPLIES, SOFTWARE & TELECOM	2,500	3,000		
TOTAL OE&E	\$1,052,261	\$1,583,859		
TOTAL PROGRAM BUDGET	\$4,227,406	\$4,819,775		

COST CENTER SPECIFIC OPERATIONAL GOALS:

- PREPARE/CONDUCT 8 GRANTS WORKING GROUP REVIEWS (Q1-4) AND ONE PRE-APPLICATION REVIEW (Q2-3); ENABLE ICOC DECISIONS ON 7 RFAS (Q1-4)\*
- DEVELOP/PRESENT 4 CONCEPTS, RELEASE 5 REQUESTS FOR APPLICATION (RFA) (Q1-4), ENABLE ICOC DECISIONS ON 7 RFAS
- ONGOING PORTFOLIO MANAGEMENT/OVERSIGHT OF ~365 ACTIVE AWARDS TOTALING ~\$1.2B (Q1-4) INCLUDING ±420 PROGRESS REPORTS, ±420 FINANCIAL REPORTS, ±200 PRIOR APPROVAL REQUESTS (Q1-4)^
- ORGANIZE/CONDUCT GRANTEE (Q3), BRIDGES (Q1), AND CREATIVITY (Q1) MEETINGS
- COMPLETE THE TRANSITION FROM GIFTS TO THE GRANTS MANAGEMENT SYSTEM (Q1)

\* Review Office, Program Office ^ Program Office, Grants Management Office

SCIENCE OFFICE-DEVELOPMENT (E FEIGAL)					
	2013/14 Year-en Forecast	D 2014/15 BUDGET			
EMPLOYEE EXPENSES					
TOTAL EMPLOYEE EXPENSES	\$2,400,239	\$2,592,048			
OPERATING EXPENSES AND EQUIPMENT	-				
EXTERNAL SERVICES	20,0	00 80,000			
REVIEWS, MEETINGS, & WORKSHOPS	271,2	97 542,000			
MEMBERSHIPS & TRAINING	20,0	00 25,920			
TRAVEL	63,0	00 78,000			
EQUIPMENT, SUPPLIES, SOFTWARE & TELECOM	43,5	00 38,000			
TOTAL OE&E	\$417,797	\$763,920			
TOTAL PROGRAM BUDGET	\$2,818,036	\$3,355,968			

#### COST CENTER SPECIFIC OPERATIONAL GOALS:

- PREPARE/CONDUCT UP TO 8 CLINICAL DEVELOPMENT ADVISORY PANEL MEETINGS (Q1-4): 2 ACTIVE TEAMS WORKING TOWARD IND FILING, 17 TEAMS THROUGH A CLINICAL TRIAL, ANTICIPATE AT LEAST 5 MORE TO BE FUNDED, AND UP TO 6 UNDER THE ACCELERATED DEVELOPMENT PATHWAY
- ONGOING MANAGEMENT/OVERSIGHT OF CIRM'S ENTIRE PRECLINICAL AND CLINICAL DEVELOPMENT PORTFOLIO (Q1-4)
- ORGANIZE/CONDUCT ALPHA STEM CELL CLINIC NETWORK (Q3)
- CONDUCT DEVELOPMENT TEAM GRANTEE WORKSHOP (Q3)
- CONDUCT PRE-IND, IND FILING AND APPROVAL MEETINGS WITH FDA
- CO-SPONSOR IOM REGENERATIVE MEDICINE FORUM
- DIRECT A CLINICAL WORKSHOP (Q3)

OFFICE OF THE PRESIDENT					
	2013/14 Year-en Forecast	<sup>ND</sup> 2014/15 BUDGET			
EMPLOYEE EXPENSES					
TOTAL EMPLOYEE EXPENSES	\$1,383,265	\$1,462,248			
OPERATING EXPENSES AND EQUIPMENT	-				
EXTERNAL SERVICES	165,0	57,000			
REVIEWS, MEETINGS & WORKSHOPS	92,5	500 192,000			
MEMBERSHIPS & TRAINING	77,9	900 135,351			
TRAVEL	135,0	92,000			
EQUIPMENT, SUPPLIES, SOFTWARE & TELECOM	<b>7</b> 3,0	2,500			
TOTAL OE&E	\$473,400	\$478,851			
TOTAL PROGRAM BUDGET	\$1,856,665	\$1,941,099			

COST CENTER SPECIFIC OPERATIONAL GOALS: THE OFFICE OF THE PRESIDENT PRESIDES OVER CIRM'S DAY-TO-DAY OPERATIONS AND MANAGES CIRM'S PRIORITY PROGRAMS.

- Advise the ICOC board on CIRM operations, providing sufficient information to the Board to enable informed decisions
- LEAD AND OVERSEE IMPLEMENTATION OF CIRM'S SHORT AND LONG-TERM GOALS
- DIRECT DEVELOPMENT OF VARIOUS WHITEPAPERS IMPACTING CRITICAL CIRM OPERATIONS
- FACILITATE WORKSHOPS/MEETINGS WITH COLLABORATIVE FUNDERS, NATIONAL & INTERNATIONAL COLLEAGUES, TO MAINTAIN CURRENT ON SUBJECTS CRITICAL TO CIRM'S MISSION
- CO-FUND THE DUANE ROTH UCSD ENDOWED LECTURESHIP TO HONOR AND RECOGNIZE DUANE ROTH'S CONTRIBUTIONS TO CIRM
- MANAGE CIRM'S STRATEGIC PRIORITIES
- ENSURE CIRM IS APPROPRIATELY ORGANIZED AND STAFFED TO ACHIEVE ORGANIZATIONAL GOALS

OFFICE OF THE CHAIR					
	2013/14 Year-end Forecast	2014/15 BUDGET			
EMPLOYEE EXPENSES					
TOTAL EMPLOYEE EXPENSES	\$1,528,964	\$1,485,371			
OPERATING EXPENSES AND EQUIPMENT	•				
EXTERNAL SERVICES	35,000	o 89,999			
REVIEWS, MEETINGS & WORKSHOPS	271,67	4 230,000			
MEMBERSHIPS & TRAINING	16,000	o 6,729			
TRAVEL	75,000	0 121,600			
EQUIPMENT, SUPPLIES, SOFTWARE & TELECOM	3,500	20,000			
TOTAL OE&E	\$401,174	\$468,328			
TOTAL PROGRAM BUDGET	\$1,930,138	\$1,953,699			

THE OFFICE OF THE CHAIR PROVIDES LEADERSHIP TO THE ICOC GOVERNING BOARD AND SUPPORTS BOARD MEMBERS IN ALL CIRM RELATED ACTIVITIES.

- ESTABLISH THE ANNUAL SCHEDULE OF THE BOARD
- PRESIDE OVER MEETINGS OF THE ICOC BOARD AND SUB-COMMITTEES
- PROVIDE SUPPORT AND ADVISE TO CIRM'S PRESIDENT/CEO
- SERVE AS A MEMBER OF GWG AND SWG MEETINGS/REVIEWS
- COORDINATE BOARD INPUT AND REVIEW OF CIRM'S STRATEGIC PLAN
- OVERSEE REPORTING TO VARIOUS CONTROL AGENCIES, INCLUDING THE CFAOC
- OPTIMIZE CIRM'S FUNDING PLANS AND DEVELOP A PLAN FOR FINANCIAL SUSTAINABILITY
- INTERFACE WITH THE LEGISLATURE, UNITED STATES CONGRESS, CALIFORNIA HEALTH SYSTEM, AND CALIFORNIA PUBLIC ON CIRM RELATED MATTERS

#### PUBLIC COMMUNICATIONS OFFICE

	2013/14 Year-i Forecast	END 2014/15 BUDGET
EMPLOYEE EXPENSES		
TOTAL EMPLOYEE EXPENSES	\$673,334	\$744,294
OPERATING EXPENSES AND EQUIPMENT		
EXTERNAL SERVICES	235	,672 225,000
REVIEWS, MEETINGS & WORKSHOPS	1	,399 34,000
MEMBERSHIPS & TRAINING	3	,500 7,443
TRAVEL	26	,300 20,800
EQUIPMENT, SUPPLIES, SOFTWARE & TELECOM	5	,900 10,000
TOTAL OE&E	\$272,771	\$297,243
TOTAL PROGRAM BUDGET	\$946,105	\$1,041,537

COST CENTER SPECIFIC OPERATIONAL GOALS:

- INCREASE COMMUNITY OUTREACH
- PROVIDE MEDIA TRAINING TO GRANTEES AND RESEARCHERS
- MAINTAIN CIRM'S WEBSITE TO SERVE AS A FLEXIBLE AND EFFECTIVE COMMUNICATION TOOL
- IMPLEMENT NEW TECHNOLOGIES/APPROACHES TO INCREASE PUBLIC COMMUNICATION
- PREPARE AN ANNUAL REPORT AS REQUIRED BY PROPOSITION 71

LEGAL OFFICE					
	2013/14 Year-en Forecast	D 2014/15 BUDGET			
EMPLOYEE EXPENSES					
TOTAL EMPLOYEE EXPENSES	\$1,201,573	\$996,061			
OPERATING EXPENSES AND EQUIPMENT	•				
EXTERNAL SERVICES	676,4	75 711,200			
REVIEWS, MEETINGS & WORKSHOPS	45,0	74,500			
MEMBERSHIPS & TRAINING	13,00	53,461			
TRAVEL	30,00	00 41,150			
EQUIPMENT, SUPPLIES, SOFTWARE & TELECOM	10,00	7,230			
TOTAL OE&E	\$774,475	\$887,541			
TOTAL PROGRAM BUDGET	\$1,976,048	\$1,883,602			

Cost Center Specific Operational Goals: The Legal Office provides Critical Legal Advice and Counsel to ensure CIRM Operates in Compliance with the laws, including Proposition 71.
<ul> <li>Advise and counsel on all agency matters including but not limited to review of RFAs, contract negotiations and drafting, CIRM's loan program, HR, conflicts of interest in support of agency operations and 2014/15 goals (On-going Q1-4)</li> </ul>
<ul> <li>FACILITATE WORKSHOPS AND PRESENT WORKSHOP RESULTS TO THE BOARD FOR CONSIDERATION OF FUNDING PROGRAMS THAT INCLUDE CO-FUNDING FOR NEXT GENERATION TECHNOLOGIES FOR MANUFACTURING AND SCALE UP (Q1)</li> </ul>
CONDUCT COMPANY OUTREACH (Q1-4)
<ul> <li>IN COORDINATION WITH THE OFFICE OF THE CHAIR AND CIRM'S COLLABORATIVE FUNDING PROGRAM, SEEK TO RAISE \$80M IN OUTSIDE COMMITMENTS (Q1-4)</li> </ul>
DRAFT INTELLECTUAL PROPERTY REGULATIONS FOR ALPHA CLINIC (Q1)
<ul> <li>Evaluate regulatory amendments and scheme to enhance revenue sharing; draft amendments and implement accordingly (Q2)</li> </ul>

EMPLOYEE EXPENSES AND EXTERNAL SERVICES CATEGORIES INCLUDE LEGAL COSTS FOR BOARD SUPPORT.

INFORMATION TECHNOLOGY					
	2013/14 Year-e Forecast	<sup>ND</sup> 2014/15	BUDGET		
EMPLOYEE EXPENSES					
TOTAL EMPLOYEE EXPENSES	\$389,489	\$622,129			
OPERATING EXPENSES AND EQUIPMENT					
EXTERNAL SERVICES	305,	126	144,000		
Reviews, Meetings & Workshops		0	0		
MEMBERSHIPS & TRAINING	4,	000	6,221		
TRAVEL	1,	250	4,000		
EQUIPMENT, SUPPLIES, SOFTWARE & TELECOM	254,	000	298,000		
TOTAL OE&E	\$564,376	\$452,221			
TOTAL PROGRAM BUDGET	\$953,865	\$1,074,	350		

THE INFORMATION TECHNOLOGY OFFICE SUPPORTS THE DAY-TO-DAY OPERATIONS OF THE ENTIRE ORGANIZATION BY PROVIDING APPROPRIATE DESKTOP AND SERVICES INFRASTRUCTURE.

COST CENTER SPECIFIC OPERATIONAL GOALS:

- COMPLETE TRANSITION TO THE GRANTS MANAGEMENT SYSTEM
- MANAGE AND COORDINATE CIRM'S IT SYSTEMS AND DATABASES, AND PROVIDE IT USER SUPPORT

FINANCE & OPERATIONS					
	2013/14 Year- Forecast	END 2014/15 BUDGET			
EMPLOYEE EXPENSES					
TOTAL EMPLOYEE EXPENSES	\$903,069	\$979,714			
OPERATING EXPENSES AND EQUIPMENT	-				
EXTERNAL SERVICES	593,	,508 650,500			
REVIEWS, MEETINGS & WORKSHOPS		-			
MEMBERSHIPS & TRAINING	7,	,000 9,797			
TRAVEL	21,	,000 28,500			
EQUIPMENT, SUPPLIES, SOFTWARE & TELECOM	76,	,000 127,200			
TOTAL OE&E	\$697,508	\$815,997			
TOTAL PROGRAM BUDGET	\$1,600,577	\$1,795,711			

THE FINANCE & OPERATIONS OFFICE SUPPORTS THE DAY-TO-DAY OPERATIONS OF THE ENTIRE ORGANIZATION BY PROVIDING APPROPRIATE FINANCE, HUMAN RESOURCES, PROCUREMENT, AND OFFICE MANAGER SUPPORT. CIRM'S BUSINESS DEVELOPMENT OPERATIONS ARE ALSO MAINTAINED IN THE F&O COST CENTER. COST CENTER SPECIFIC OPERATIONAL GOALS:

- MANAGE CIRM'S FISCAL PROCESSES, ENSURING ALL REQUESTS FOR PAYMENT ARE VALID OBLIGATIONS OF CIRM, AND ARE WITHIN THE AUTHORIZED ANNUAL BUDGET, AND RECORDING TRANSACTIONS IN ACCORDANCE WITH THE STATE'S LEGAL REQUIREMENTS (Q1-4)
- OPTIMIZE CIRM'S WORKFORCE STAFFING AND PROCESSES TO MEET CHANGING PRIORITIES WITHIN THE 6% LIMIT (Q1-4)
- Provide financial information to facilitate efficient planning, control, and coordination of CIRM's future (Q1-4)
- Develop short and long-term financial plans that reflect the organization's goals and objectives, and maintain costs within the 6% limit (Q1-4)
- OVERSEE THE ANNUAL FINANCIAL AUDIT (Q1)
- REPORT ANNUALLY ON CIRM'S FINANCES TO THE CITIZENS FINANCIAL ACCOUNTABILITY OVERSIGHT COMMITTEE (Q3)
- FACILITATE WORKSHOPS AND PRESENT WORKSHOP RESULTS TO THE BOARD FOR CONSIDERATION OF FUNDING PROGRAMS THAT INCLUDE CO-FUNDING FOR NEXT GENERATION TECHNOLOGIES FOR MANUFACTURING AND SCALE UP (Q1)
- CONDUCT COMPANY OUTREACH (Q1-4)

### Long-term Forecast Of Operating Expenses

- Slight operating expense growth through 2016/17 FY
- Beginning 2017/18 FY, anticipate annual decreases through 2020/21 FY
- Adjustments:
  - Rent Approx. \$600,000 per year beginning November 2015
  - SB1064 Performance Audit every 3<sup>rd</sup> year

## **Remaining Budget Development Tasks**

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• May 2014: Further refine budget

 May 2014: Present 2014/15 FY Budget to ICOC Board