

Frequently Asked Questions about Application Review Subcommittee

What is public comment?

Public comment is the opportunity to share your thoughts with members of the Application Review Subcommittee (ARS), which is comprised of board members who make the final funding decision to fund applications.

How do I make public comment?

Instructions for submitting public comment are always noted on the board-related agendas published on the [CIRM Public Meetings](#) webpage.

What are the ways to submit public comment?

The agenda posted on the [CIRM Public Meetings](#) webpage will have instructions on how to submit public comment, including to whom the written public comments should be sent. Agendas are posted ~10 days before a meeting.

You may send written comments (emails/letters) *before* a meeting and/or make oral public comments *during* the meeting.

How do I learn when agendas for meetings are posted?

You may subscribe to our RSS feed for meetings and events to be notified when agendas are posted. To subscribe, go to the [CIRM Public Meetings](#) page and enter your email in the section labeled “Stay Up-to-Date on CIRM Public Meetings and Events”.

Are there guidelines, suggestions, or restrictions on public comments?

For written comments submitted prior to the meeting:

- it is helpful for you to note the application number in the subject line and/or body of the email/letter (and instruct others submitting letters of support on your behalf to do the same)
- you must *not* include confidential or proprietary information in the letter/email as it will become a public document once submitted to us.

For oral comments during the meeting:

- we cannot provide specific guidelines or suggestions on what you should talk about; however, you are welcome view [transcripts](#) or [videos](#) of prior ARS meetings to review examples of others
- see below regarding time restrictions.

What happens to the written public comments?

They are appended to the agenda available on the CIRM public website and distributed to the board members prior to the meeting. They are *not* read aloud during the meeting.

What is the deadline for submitting written public comments?

We recommend submitting letters as early as possible after an agenda has been posted to give board members sufficient time to read the letters.

Please note that letters received less than 48 hours before the meeting may not be distributed until after the meeting.

Do you recommend I submit public comment?

We cannot make a recommendation for or against public comment; the decision is entirely up to you.

How should I address written public comment?

Letters/emails related to the Application Review Subcommittee about funding decisions, should be addressed to “Members of the Application Review Subcommittee”.

How do I join a meeting?

All ARS meetings are hybrid (in person and via Zoom). Information on how to join a meeting is available on the agendas posted to the [CIRM Public Meetings](#) webpage.

Should I attend the meeting in person or via Zoom?

The decision is up to you; however, it may help to know that most members of the Application Review Subcommittee join remotely via Zoom.

Can you let me know what time the floor will open for public comment during the meeting?

We cannot provide the specific time the floor will open for public comment during a meeting, as it depends on when the agenda item comes up for discussion.

For specific agenda items, the Chair will invite public comment at the appropriate time.

Will you call me when my application is up for discussion?

No. It is your responsibility to join the meeting and listen for when the agenda item applicable to you is up for discussion. When the floor opens for public comment, it is also your responsibility to follow the instructions on the agenda for how to participate in verbal public comment, such as raising your Zoom or physical hand.

How much time is allotted to each speaker for verbal public comment?

Each member of the public who wishes to speak may have *up to* 3 minutes; the specific time depends on how many members of the public wish to speak and how much time remains for the meeting. As such, the specific time may vary.

Can I cede my remaining time to another colleague who also wishes to make verbal public comment?

No. Each member of the public gets an equal amount of the maximum time allotted for the meeting.