

# COUNCIL ON GRANTSMANSHIP AND RESEARCH

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## Minutes

2011 Fall Meeting

October 13, 2011

9:00-2:00 p.m.

Memorial Student Union, East Central University

**Attendees:** Sara Barnett-Flores (NSU), Betty Beall (UCO), Paul Buntz (SEOSU), Curtis Cook (NWOSU), Beverly Endicott (UCO), Mai Fields (ECO), Nora Finnegan (NSU), Susan Foster (NSU), Blair Goforth (UCO), Lori Gwyn (SWOSU), Mary Huffman (UCO), Tamra Kitsmiller (UCO), Linda Mason (OSRHE), Hannah McCann (ECU), Pam McDown (UCO), Danielle O'Brien (UCO), Tanya Roland (ECU), Kathryn Schoonover-Redden (NSU), Sheri Shatswell (NSU), Gladys Skinner (SEOSU), D. J. Swepston (NSU), Nancy Thomason (ECU), Melissa White (UCO), Tiffany Wika (NSU), Tony Wohlers (CU).

9:00 am - 9:30 am	Networking and Coffee
9:30 am - 12:00 pm	Business Meeting
12:00 pm - 1:00 pm	Lunch
1:00 pm – 1:30 pm	Optional tour of Hallie Ford Fine Arts Center

The fifteenth semi-annual meeting of the Council on Grantsmanship and Research was held in the Memorial Student Union on the campus of East Central University, Ada, OK. The meeting was called to order by Dr. Tony Wohlers, Chair.

- I. Opening Remarks – Dr. Tony Wohlers, Chair
  - a. Words of welcome, and introduction of guests Hollie Schreiber and Debbie Hickman, guests from Oklahoma State University.
- II. Self Introductions – Council on Grantsmanship and Research Members and Guests
- III. Welcome from Host Campus
  - a. Dr. Katricia Pierson, Assistant Vice President of Academic Affairs
    - i. Dr. Pierson is grateful for what Research Administrators provide on our campuses. She wishes us a productive meeting.
  - b. Nancy Thomason
- IV. Voting for Approval of Minutes from Fall 2010
  - a. Officially accepted
- V. Old Business
  - a. Responsible Conduct of Research (RCR) Updates
    - i. Linda Mason has been contacted by three institutions that are interested in attending the training. Two trainings will be held in the spring (November/December also possible) at institutions that have expressed interest.

Linda has prepared six-hour training. Institutions will need to provide the required additional two hours at a later time. Linda will come to campuses that have 20+ students to attend. If fewer than 20, training will be held in Oklahoma City. Possible use of OneNet in the future.

- ii. Linda will send another invitation to Research offices, Vice Presidents of Research, etc.
- iii. There was discussion of the logistics of identifying which students need training, getting them to the sessions, etc.
  - i. Someone on each campus must track all RCR training. Linda will track it for the state.
- b. CGR affiliation with OU/OSU and other
  - i. Susan Foster spoke about the benefit of CGR allowing affiliate memberships for OU/OSU/TU/community colleges.
    - i. As more grants require partnerships, having regular contact with other Oklahoma universities will be beneficial.
    - ii. Keeps money in Oklahoma (external evaluators, etc.)
  - ii. Debbie Hickman and Hollie Schreiber (both from OSU) mentioned that the research administration issues are the same in their offices as in regional universities. Collaboration within the state would be enhanced.
  - iii. Discussion of holding expanded CGR meeting during OSU's Research Week.
  - iv. MOTION: The Spring 2012 CGR meeting will be held during Oklahoma State University's Research Administration Conference (held during Research Week), including a meeting with community colleges and research universities. The Coordinator of the OSU conference will confer with the CGR Chair to coordinate this. Motion passed.
  - v. MOTION: The Chair will draft a simple set of by-laws (to include Affiliate Membership rules) and a constitution for CGR. These documents will be drafted by the end of the Fall 2011 semester. Motion passed
- c. Research and retention data
  - i. Tony Wohlers discussed the importance of this kind of data, and requested that each campus email him any data they have pertaining to this. It will be compiled and shared with the group.

## VI. New Business

- a. Review and edit membership list – Tiffany Wika
- b. Youtube Tuesday Message – NCURE – Linda Mason
  - i. NCURA provides short (less than 5 minutes) videos on research administration topics. This is a free service, and you do not have to be a member of NCURA to view the videos. Members receive email notification when a new video is posted; non-members can subscribe to NCURA's Youtube channel to be notified.
  - ii. Linda encouraged CGR members to prepare videos for submission.
  - iii. A sample video was shown
- c. Updates – Linda Mason
  - i. Grant funding report will be presented to the Regents on October 20. There is good data from all universities. Linda complimented and thanked the group. During the past year, \$680 million in grant awards has come to Oklahoma universities.
  - ii. Oklahoma has been designated as a model for "Complete College America". The state also has the most small business start-ups, due to Oklahoma Small Business Development Centers on university campuses.

- iii. Long-term evaluation of the Grant Writing Institute (GWI): Average of 3 funded proposal per participant. 35% of proposals written at GWI have been funded. Linda will send this report to the group after it has been presented to the Regents.
  - d. ARRA funding filing and close-out – Susan Foster
    - i. Solicited information regarding any problems encountered during close-out. No one present has closed out an ARRA grant at this time.
    - ii. Suggested to contact Lisa Faulkner at OSU. 405.744.5979 or [lisa.faulkner@okstate.edu](mailto:lisa.faulkner@okstate.edu)
  - e. Calculation of in-kind value of facilities – Susan Foster
    - i. Many universities would like to clarify how to correctly calculate this. This needs to be researched.
    - ii. There is a Federal website that gives this information. Linda Mason will send the link to the group.
    - iii. For OneNet-equipped rooms, NSF allows use of local value x number of contact hours x number of contacts.
    - iv. Calculate on a monthly basis. It is acceptable to use the Federal rate, even if your local rate is lower.
    - v. Be sure to document how you calculated it.
  - f. Grants conference in Spring 2012 in association with OSU’s Research Week – Hollie Schreiber
    - i. Research Week will be held the week of February 20, 2012 (Keynote speaker February 22).
    - ii. Research Administration conference will likely be February 23, 2012. There will likely be a small charge this year (\$40-50) to cover the cost of lunch, etc. David Richardson (Immediate Past President of NCURA) will be the keynote speaker for this day.
  - g. Faculty incentives to write grants – Mary Huffman
    - i. Discussion of what each university does to incentivize/encourage grant writing.
    - ii. Linda Mason has a list of incentives, which she will share with the group.
    - iii. Grant award recognition through awards banquets, certificates, recognition from the president, newsletters, photos, portion of indirect costs, etc. were all mentioned.
- VII. Spring 2012 meeting
  - a. February 23 at Oklahoma State University, in conjunction with the Research Administration Conference
  - b. Fall 2012 meeting – Northwestern Oklahoma State University
- VIII. News and Events
  - a. Oklahoma Research Day (ORD) – November 4, 2011 at Cameron University. 694 abstracts submitted with 1,250 people associated with them. 1,070 conference registrants. Registration is open until October 26. Sciences and non-sciences are represented. Tony thanked the group for getting the word out about ORD, and recruiting participants. Speakers include Dawn Kennedy (student speaker), Dr. Drew Appleby (Indiana University), and Dr. John Mather (NASA - via videoconference).
- IX. Adjournment: 11:45 pm
  - a. Lunch in the Black Box
  - b. Optional tour of Hallie Ford Fine Arts Center