



## Minutes

2013 Spring Meeting

April 24, 2013

7:30 a.m. – 1:30 p.m.

NCURA Region V Conference, Great Plains Meeting Room, Sheraton Oklahoma City

**Attendees:** Sara Barnett-Flores (NSU), Betty Beall (UCO), Paul Buntz (SEOSU), Cheryl Chanslor (Northern OK College), Gerry Cherry (Emeritus), Curtis Cook (NWOSU), Beverly Endicott (UCO), Susan Evans (NSU), Ardenna Harris (Langston), Debbie Hickman (OSU), Tamra Kitsmiller (UCO), Daniel Maragoni (Rogers), Linda Mason (OSRHE), Pam McDown (UCO), Danielle O'Brien (UCO), Liliana Renteria (UCO), Gladys Skinner (SEOSU), D.J. Swepston (NSU), Nancy Thomason (ECU), Melissa White (UCO), Tiffany Wika (NSU), Beth Wild (OSU-IT), Tony Wohlers (CU).

7:30 a.m – 8:30 a.m.	Breakfast and Networking
8:30 a.m. – 12:00 p.m.	Business Meeting
12:15 p.m. – 1:30 p.m.	Lunch - Yucatan Taco Stand Bar Grill (Optional)

The eighteenth semi-annual meeting of the Council on Grantsmanship and Research was held during the NCURA Region V meeting, Great Plains Meeting Room at the Sheraton Oklahoma City. The meeting was called to order at 8:36 a.m. by Dr. Tony Wohlers, Chair.

- I. **Opening remarks** – Dr. Tony Wohlers, Chair
- II. **Self Introductions**
  - a. Council on Grantsmanship and Research Members stated their name, affiliation, position title, and membership to other professional organizations; review and edit of membership list; distribution of CGR pins.
- III. **Voting for Approval of Minutes from Fall 2012**
  - a. A motion was made by Ms. Betty Beall and seconded by Ms. Tamra Kitsmiller for approval with a correction to add Mr. Curtis Cook to the list of attendees.
  - b. The minutes were unanimously approved.
- IV. **Old Business**
  - a. Strategic Plan

- i. Tony presented the strategic plan to members.
- ii. Discussion of Goal 1: Enhance Visibility of Grantsmanship Opportunities and Resources
  1. Tony mentioned the CGR network is not being utilized enough, and we need to increase visibility to facilitate grantwriting throughout the state. He mentioned one way to increase our visibility is create links to the CGR website from each institution's website. He also suggested that we place the CGR website URL in all documents (minutes, agenda, etc.). Finally, he mentioned the possibility of celebrating the Council's 10<sup>th</sup> anniversary.
  2. Dr. Linda Mason suggested that one or two members may want to request time to speak to the Council of Instruction who meets on a monthly basis to spotlight what CGR does. The last council meeting was during Research Day at the Capitol on April 11<sup>th</sup>, 2013. Linda mentioned Ms. Gina Wekke at the Oklahoma State Regents for Higher Education is the person to contact to be added to the agenda. Tony will make arrangements and will be the first representative. The second representative will be based on the location of the meeting. It was discussed that a CGR member of the institution who will be hosting the meeting could be the second representative.
  3. Tony discussed the possibility of sponsoring one of the major research events in the state. Discussion ensued as to how we would pay for this. Tony clarified that it would have to be a non-monetary contribution. Another idea discussed was to give a short presentation at one of the major research events.
  4. Ms. Nancy Thompson suggested we set up a CGR table at Oklahoma Research Day and other events held at different institutions.
  5. Ms. Sara Barnett-Flores discussed the idea of creating a business card or postcard that we could hand out with the logo and link to the website. There was discussion about cropping the CGR logo, but some members disagreed because people would not know what the acronym stands for. Tony will work on creating the logo and card with the help of Cameron's design department.
  6. Linda suggested that our members present at NCURA Region V meetings when in Oklahoma. The next meeting will be in Austin and then Houston. The last time it was held in Oklahoma was six years ago. A suggestion was made regarding setting up a table at NCURA regional meetings; however, Linda mentioned that there is a cost to have a table at NCURA meetings. Linda suggested that we present at these meetings since presenting is on a volunteer-basis.
  7. Ms. Debbie Hickman mentioned that OSU sponsors a grantsmanship meeting in conjunction with their Research Week event on the main campus. She suggested that CGR participate in this event by putting something together to target research administrators. The OSU contact is Ms. Hollie Schreiber.

- iii. Discussion of Goal 2: Expand Grantsmanship Opportunities and Resources
  - 1. Tony asked the members if we wanted to expand the resources on the website. The CGR website currently has the evaluator and membership lists. His suggestions were: policy updates, new NSF changes; information on sequestering. Tony mentioned that any updates on the website would require monitoring.
  - 2. Tony proposed that we gather information on our campuses as to the needs that faculty have so that we can address them by providing resources. He asked if member institutions had “university grant councils”. OSU and UCO have some sort of councils and ECU is working on it. Debbie mentioned that OSU has monthly information sessions for new faculty, which are more of an orientation. Faculty members are strongly encouraged to attend the 1.5 hr. sessions. Organizers wait a month or two to start so that faculty members are not overwhelmed. Faculty at OSU is required to write a proposal every year. Tony requested that we collect and email him the feedback we obtain from faculty. From the feedback, he will select the topics that are most prevalent.
  
- iv. Discussion of Goal 3: Sustain Involvement in the Council on Grantsmanship and Research
  - 1. Tony mentioned that a question was raised regarding the number of meetings that we currently have. Currently we have two meetings for a calendar year. Members agreed that more meetings could lower attendance and that two meetings are enough.
  - 2. Use of the Research & Sponsored Programs listserv could increase communication between meetings. We could maybe include a monthly topic. Linda said she could feed information for the monthly topics using magazines such as NCURA. Members who are not on the listserv can email Tony for information on how to register.
  - 3. Linda suggested that we use Movi, OneNet’s high-quality videoconference service. The free program requires downloading with a specific password that can be obtained from OSRHE. Linda will send the CGR members the name of the contact person.
  
- v. Discussion on logistics of strategic plan:
  - 1. Ms. Pam McDown suggested that we develop measurable outcomes for the strategic plan.
  - 2. Ms. Liliana Renteria suggested creating committees for each goal of the strategic plan. This could promote more involvement of CGR members outside of semi-annual meetings. The subcommittees could report on their progress to all the members at the scheduled meetings.
    - a. Discussion of how many committees we should create ensued.
      - i. A suggestion was made to have two subcommittees; one subcommittee could address Goals 1 and 3 and the other could address Goal 2.

- ii. Suggestions were made to have only one committee because it joins people who want to work together and reduces the duplication of effort.
- vi. Vote on creation of committee
  - a. A motion to establish one or two committees for our goals in strategic plan was made by Ms. Susan Evans; motion was rephrased after more discussion.
  - b. A new motion to establish one committee for our goals in the strategic plan was made by Sara and seconded by Ms. D.J. Swepston.
  - c. Motion was voted upon and unanimously approved.
  - d. Volunteers for the committee: Ms. Sara Barnett-Flores (Chair), Ms. Susan Evans, Ms. Cheryl Chanslor, Ms. Beverly Endicott, Ms. Debbie Hickman, Mr. Daniel Maragoni, and Ms. Liliana Renteria; Sara will contact the committee members within 30 days.

## V. **New Business**

- a. CGR meeting interval and format
  - i. Tony proposed that we format our meetings to dedicate a half of the meeting to something special. He also mentioned the idea of having a spotlight section where new members can discuss items for which they need help or guidance.
  - ii. Members also discussed the idea of having a membership list with bios and pictures of all the members. This list could be posted on the CGR website by creating a subpage. Liliana will email all members requesting the following information:
    - 1. Name, title, affiliation, email, phone, start date, picture, and link to university sponsored program website.
- b. CGR website links/membership poll
  - i. A poll was taken to get an idea of how many of our members also participate in other research administration professional organizations.
    - NCURA: 8
    - CUR: 4
    - SRA: 4
    - CRA: 2
    - NORDP: 1
- c. New member spotlight
  - i. Ms. Cheryl Chanslor is from Northern OK College. Their system has three campuses with 5,000 students combined. Grantsmanship is a new area for college, and they have hired three new positions – a grant accountant, grant coordinator, and grant writer. She has obtained her first grant: +50 grant for CNAs and LPNs who want to become LVNs.

Cheryl has been attending conferences to get information, but her concern is how to get faculty, staff, and administrators on board.

- ii. Ms. Gerry Cherry suggested that Cheryl visit every department and tell them how her area can help them.
  - iii. Linda requested that we send her any grants that we obtain that will help with degree completion in the state.
- d. Updates from each campus
- i. Sara mentioned that there are not many options for grants; also, she mentioned that NSU recently collaborated with RSU on a grant project.
  - ii. Ms. Nancy Thomason announced she will retire on January 1, 2014.
  - iii. Betty announced she will retire on July 31, 2013; she mentioned that she was not sure if her office will reorganize.
  - iv. Linda announced that Ms. Kayla Tindle, grant facilitator for the College of Liberal Arts, is leaving UCO.
  - v. Ms. Danielle O'Brien announced that she is also leaving UCO at the beginning of May, as her husband has secured a position in Connecticut.
  - vi. Danielle reported that there were 1,128 registered participants for Oklahoma Research Day; 86% (or 977) attended; 569 abstracts were published in the abstract book, and there were over 600 posters. The event will probably be hosted on the UCO campus again. A concern for parking was expressed if the event would be hosted in downtown Oklahoma City. Sara mentioned ORD went well.
  - vii. Danielle discussed UCO's submission of a letter of interest to host NCUR 2017. UCO has not heard whether NCUR will request a full bid proposal.
- e. Suggestions running in IACUC and/or interacting with an IACUC
- i. Curtis is looking to institute an IACUC. He has formed a committee and is now working on policies and procedures. He is looking for a small institution that he can model his program after. He would like to meet in late spring with different people to ask questions.
  - ii. Linda suggested he contact Ms. Amanda Evert from Redlands Community College; Ms. Ardena Harris mentioned Langston has an IACUC. She will provide information to Curtis. Pam mentioned that UCO also has a fairly new IRB and IACUC program headed by Dr. Robert Sneed; Pam will send his information to Curtis as well. Tony mentioned that Cameron is in the process of creating their own but they currently work with OU.
- f. General input regarding Title III
- i. Cheryl had a question regarding the Title III designation. Members mentioned that the designation allows institutions that qualify to apply for specific funding.

- ii. Sara mentioned Title III Part A Strengthening Institutions Program as one of the funding opportunities; Linda will send Cheryl more information via email; Liliana mentioned that the RFP for this year's competition should be released in one or two weeks.
- g. Motion to break
  - i. Tony motioned for a 5-minute break at 9:57 a.m. The motioned was seconded by several members.
  - ii. The meeting was called into order at 10:11 a.m.
- h. Collaborative Research, Professional Development - Linda
  - i. Sequestration – Linda will put information on CGR on website as she receives it.
    - 1. DoE has announced a 5-8% cut and will not fund many programs. DoE will not be cutting programs that serve Native Americans.
    - 2. NSF will cut 1,000 awards; TUES program will not release a solicitation this year.
    - 3. NIH will not cut currently funded programs but will reduce number of awards.
    - 4. Linda requested that we send official announcements to her. Her prediction is that discretionary and military/veterans funds are going to take the brunt of the cuts. Discretionary funds might be reduced to the levels in the year 2000.
  - ii. Statewide registry – OSRHE has a statewide registry faculty, staff, and administrators called the Oklahoma Higher Education Grant Project Information Database. This database could be useful for collaborations.

## VI. CGR Meetings

- a. Curtis announced that the next meeting will be hosted by NWOSU on the Enid campus. Lunch will be catered by an outside company. The date will be determined via email.
- b. Northeastern State University will host the Spring 2014 meeting.
- c. Cameron will host the Fall and Spring 2014 meetings.

## VII. News and events

- a. Research Collaborative opportunities - Linda
  - i. Linda is going to Brunel University, London in October. She is being sponsored by NCURA. Brunel focuses on Business, Technology, Biomedical and Engineering. She is prepping in advance and asked us to identify any possible faculty who would be interested in potential collaborations. She also asked if CGR would like to discuss issues and international collaborations with Brunel University sponsored program directors. Send agenda items to Tony in terms of international content. What do we want to know about grants internationally?

- ii. Linda also discussed the Marie Curie Fellowship for International Research. This fellowship is for faculty who are interested in a one-to-two year fellowship in London. The fellowship is high-paying and requires a Ph.D. or 4 years of research experience in field. Email Linda any names of faculty who might be interested. She will send us more information via email.
- iii. A statewide journal was discussed at the Promoting Undergraduate Research Conference this year. The plan is to establish an online journal for undergraduates to publish their research products. The need for such a journal has grown from events such as Oklahoma Research Day, Research at the Capital, and institutional research events. The goal is to launch the journal this fall. The total cost will be \$6,200 per year, and the funding has not been secured. If the OSHRE website is used, maintenance will require a half-time position. The research journal will have image and video capability. There would be no limit to the number of submissions made, and it would be for all disciplines and subjects. Faculty and student administrator editorial boards would be created. Standards and policies will also have to be ironed out in addition to copyright issues. Tim O'Neil from OSU, who is major editor of OSU journal, and Dr. Andrea Holgado are spearheading this project. Survey results from those who attended the conference are being compiled. Linda will send out the form to CGR members for additional comments.
- iv. Danielle mentioned that the ORD website will have a searchable database that will contain the abstract and posters of those who participated in ORD 2013. UCO is looking into getting an ISBN number for this.
- v. Linda announced that the deadline for applications to the annual summer grant writing institute has been extended to April 30<sup>th</sup>. Online application is working on the OSHRE website. The institute will be held July 29-Aug 2. Each day will end at 6 pm.

## VIII. **Recap**

- a. Tony will work on the logo (.jpg) and postcard for CGR.
- b. All – We need to seek feedback from faculty about their needs regarding grantwriting so we can provide those resources; email feedback to Tony.
- c. Liliana will send out an email requesting pictures and contact information.
- d. Sara will contact those who volunteered for the Strategic Plan Committee within the next 30 days.

## IX. **Meeting adjourned**

- a. A motion to adjourn the meeting was proposed by Sara; Tony seconded.
- b. The meeting was adjourned at 10:42 a.m.