Council on Grants & Research for Oklahoma Universities

Spring 2023
Meeting

Date: Friday, May 19, 2023

Time: 8:45 a.m.

Place: University of Central Oklahoma

Location: The Center for Transformative Learning, Room
109 100 N. University Drive
Edmond, Oklahoma 73034

President/Chair: Dr. Gina Gordon, UCO
Secretary/Treasurer: Dr. Lori Gwyn, SWOSU

MINUTES

1. **Breakfast/Welcome/Introductions**
   a. **Called to order at 9:15**
   b. **Gina Gordon/UCO Team**
      - Who are you/What institution or educational entity do you represent?
         - Amy Cowley, USDA
         - Gina Gordon, UCO
         - Christine Fischer OSRHE
         - Tandy Keenan, NWO
         - Susan Trombley, SE
         - Greg Wilson, UCO
         - Taya Breeding, Langston
         - Ardenna Harris, Langston
         - Bruce Coke, UCO
         - Kasady Hoffman, UCO
         - Jamie Wilks, SWOSU
         - CJ Smith, SWOSU
      - UCO applied for Capacity building/strengthening grant for OSP offices
         - Greg Wilson - Willing to share information with CGR members
         - Information will be shared via email with CGR members

c. **Christine Fisher/OSRHE**
- Still overhauling website (https://www.okhighered.org/grant-coordination/cgr/)
  - Language has been updated,
  - List of member universities needs to be added along with an updated member group photo
    - Group photo proposed for next meeting (Fall 2023)
  - How do CGR members want to use CGR website?
    - What resources would members like to see
      - Discussion included links to training resources/opportunities
      - ORD information and archived posters
  - Changes proposed to bylaws/brochure/pins
    - UCO would be interested in helping pay for the tablecloth/pins
  - Registration fee for CGR?
    - Put to vote on in fall 2023
    - Have to consider where money would be stored. There's no centralized account with OSRHE

2. Amy Cowley Business and coop program – rural development department
a. Universities can be eligible for grants
- Rural utility service
  - Distance Learning and Telemedicine grant
  - Definition of Rural is <50,000 in population
  - Three programs
    - **1) Rural cooperative program**
      - Cooperative development centers
        - Funds can be used for Operation
      - IHE are eligible applicants
      - 25% match (Land grant/tribal schools only have a 5% match)
        - Funds can be used for Feasibility studies, Business plans, Strategic planning
      - https://www.rd.usda.gov/programs-services/business-programs/rural-cooperative-development-grant-program/ok
      - 60 day application window, open during the summer, closes on June 26th this year
        -
    - **2) Rural business development grant**
      - Closed – opens again in fy24
      - Small and emerging businesses in rural areas
        - <50 employees
        - <50,000 population
        - <$1 Million income
      - Public universities, Tribes, Municipalities are eligible applicants
      - Match is not required, but will give a higher score.
      - Equipment/real estate/training
        - Buy equipment and lease for the useful life

- Business plan assistance
- Strategic plan for small business
- Training for small business
  - Recent award was used to create small business bootcamp – Durant, OK
- Create small business incubators
  - A tribe did a co-working space
    - Like an incubator, but allows people to rent desk space and internet connection
  - Commercial kitchen in Lavern, OK
    - Lease space to local sauce makers
  - Aquaponics project with Eastern and tribes
    - Trained entrepreneurs who want to own their own aquaponic system and helped them get started
  - Tandy asked question. How to come up with feasible data of creating jobs
    - Answer – These grants are jobs-driven and want to know direct-impact: direct jobs that will be saved/created
      - Facility manager
      - Example of direct impact: "We will do this for 12 months and will have 4 workshops and have 20 people there"
  - Susan Trombley asks if they have an EDA, could they use USDA grant to purchase equipment and expand training for students with support letters from businesses stating they need that training. Can it be different phases
    - Answer: Other funds have to be confirmed
      - Whole project has to be viable and can't be partially funded
      - Different phases of projects are okay.

3) **Rural Innovation Stronger Economy (RISE)**
  - A larger incubator – Innovation center
    - Lead applicant (IHE) needs a Formal partnership (like city)
    - Ada built new firestation
      - Grant funds are being used to convert old one to an innovation center. Project will be done in phases (first floor for now).
  - Innovation center to provide training for high-wage jobs in industry in area.
    - Can pay for operation and construction of operating center
  - Not leased to businesses, it's own entity.
  - Requirements:
    - 20% match of total project
    - Has to be actual formal partnership
  - Show who's receiving the training
    - What businesses will receive benefit
  - Currently closed – more funding expected
    - 11 Federal awards (OK received 1)
  - Can submit plan and scope to receive feedback from committee. Like an abstract – project narrative/scope.
- Communities are eligible on a percentage basis based on population
- (https://www.rd.usda.gov/) -> scroll to bottom -> signup for updates -> select interest areas

3. **Approval of Minutes** - Fall 2022 CGR Meeting at OSRHE

a. **Gina Gordon** – Meeting held on October 28, 2022
- Susan makes motion to approve
- Jamie seconded

4. **New Business**

    a. **Gina Gordon** – Elections for 2023 proposed for Fall meeting

b. **Gina Gordon** – NCURA, SRAI, Post-CGR Bi-Annual meeting workshops focusing on different topics (e.g. – best practices in pre-award budgets, T&E effort reporting, building faculty relationships, etc.)
- If planning to attend a meeting, reach out to other CGR members for potential networking
- NCURA has travel grants
- Society of Research Administrators International

    c. **Other items** – Grant Professionals Association, Tandy Keenan (NWOSU)
- GPA chapter trying to be started in Oklahoma
  - Tandy Keenan willing to start a chapter
  - If you're not a professional member $225/year chapter dues are $20/year
  - Access to webinars
    - Grants 101
    - Professional technical assistance

5. **Other Business**

    a. Open floor
- Tandy asked about recruiting at career fairs
  - Gina mentioned flyers to be made to attract students to research administration careers.
- Susan asked about Department of Education grants
  - Policy to draw line in sand about participant cost?
    - Tandy recommends contacting Department of Education to be able to create policy to reference. Email program officer to create paper trail. If calling by phone, follow up with an email "Per our phone conversation…"
    - Is it something that the grant itself provides and not part of the normal student fee?
  - Asked if links to best practice for invoicing or examples of invoices and other universal documents.
    - UCO has templates for invoicing
  - The question was asked about grant management software
    - UCO uses Cayuse for pre-award (https://cayuse.com/)
    - UCO uses Info-ready for internal documents (https://www.inforeadycorp.com/)
      - Have to submit external projects through this.
    - UCO uses IRB manager for all compliance
    - Kuali was also mentioned as an option for grants management (https://www.kuali.co/)
  - Jamie mentioned gardening software could help with grant tracking
  - GPA website may have resources on grant management software

b. Oklahoma Research Day – March 1 or 8, 2024 (Tentative) at UCO, CGR Table

c. Next Meeting Location (Fall 2023)

- Tentatively in Edmond @ UCO
- Possibly meet at local funding agency
  - OUHSC
  - Contact Dawn Hammon – OK-EPSCoR

6. **Adjourn and Lunch – box lunches**
- Adjourned at 11:20 AM