

## **Council on Grantsmanship and Research**

Minutes from Fall 2017 Meeting

October 26, 2017, 9:00 – 11:00 AM

Northwestern Oklahoma State University

The Board Room - Enid, OK

### **Attendees:**

Tiffany Biggers (NSU), Deanna Brandt (UCO), Dr. Yolanda Carr (SWOSU), Beverly Endicott (UCO), Susan Evans (NSU), Karen Howard (UCO), Mary Huffman (UCO), Tandy Keenan (NWOSU), Dr. Linda Mason (OSRHE), Tina Medlock (NSU), Sogol Rasouli (OSU), Kathi Schoonover-Redden (NSU), Sheri Shatswell (NSU), Gladys Skinner (SEOSU)

<b>Schedule:</b>	8:30 – 9:00 AM	Coffee and Networking
	9:00 – 11:00 AM	Business Meeting
	11:00 AM	Lunch

**I. Opening Remarks** – Dr. Wayne McMillin, Dean, Enid Campus

**II. Approval of Minutes**

**III. New Business**

A. Updates from each campus:

1. Kathy Schoonover (NSU) – Mitzi Sicking has a new position. Tiffany Biggers has been promoted to Institutional Grant Writer. NSU received an Upward Bound TRIO award, a grant titled Violence against Women from the Department of Justice, a Moore Network grant partnering with other campuses, a Talent Search grant, a TRIO Student Support Services grant, and a Native American Support System award. They have kept the about the same number of awards.
2. Tandy Keenan (NWOSU) – NWOSU received a renewal for Upward Bound Math & Science. Her department has started monthly meetings with faculty members. These meetings have helped with communication and determining grant availability. They have developed partnerships with local hospitals. Tandy reported they are trying to move toward e-signatures and e-documents to eliminate paper usage.
3. Beverly Endicott (UCO – College of Math & Science) – Dr. Wei Chen at UCO received a NIH R01 grant. This is significant since competition for these grants are highly competitive and usually awarded to a high level research university. Receiving the award is a testament to his perseverance and continued research with metastatic cancer. UCO was also awarded two ODWC grants, a NSF conference grant and a new NIH R15 grant.

Mary Huffman (UCO – College of Education and Professional Studies) – Her department is re-evaluating the use of indirect cost. They are also trying to facilitate the faculty members to get to know each other better and the types of research they are performing. They anticipate holding a CEPS showcase where faculty can present research posters.

Deanna Brandt (UCO – Director of Financial Services) – Recently UCO has also received a McNair grant and a TRIO Upward Bound Veterans award. The number of

federal proposals and awards has increased. The Office of Research and Sponsored Programs will be hosting the National Conference for Undergraduate Research (NCUR) at UCO April 4 – 7, 2018.

4. Sogol Rasouli (OSU) – OSU has recently filled two positions in her department. In FY 2017, they reported \$72 million in proposals and \$18 million in awards. This is a large increase from FY 2016.
  5. Gladys Skinner (SEOSU) – SEOSU received an OCAST grant where local businesses provide match. They also received an award from OCAMP that will fund three students and one sponsor to travel to Beijing, a grant from the Communities Foundation of Oklahoma to assist single mothers with social skills etc., and an airport improvement grant to fund aircraft parking lot repair from the Oklahoma Aeronautics Commission. They also retained their TRIO programs and received supplemental funding.
  6. Dr. Yolanda Carr (SWOSU) – SWOSU applied for a Title III grant and received a perfect score but lost the tie-breaker possibly due to the endowment section. Faculty have been working hard on proposals as a result of budget cuts. They are working to identify more funding agencies. With the assistance of the President of SWOSU, Yolanda hosts a dinner to introduce faculty members to each other and encourage collaboration. This is also a good opportunity for the President to meet faculty members. Workshops are available for students to train on research projects and assist with posters in preparation for NCUR. SWOSU is working on attaining patents in conjunction with a school in Switzerland. They received renewal awards for Upward Bound, and a Single Mothers grant. The University is collaborating with TCU and their Sponsored Programs department.
- B. Topics Discussed:
1. Workload Per Employee for Post-Award Management

Susan Evans (NSU) – Susan is trying to accumulate support documentation for the grant accountant load of number of grants to present to management to substantiate need for additional personnel. Deanna Brandt (UCO) mentioned that UCO has three grant accountants who work with staff within the different departments to help with PI communication. The grants are usually divided up by PI. Gladys Skinner (SEOSU) mentioned to possibly supply management with job descriptions of the multiple personnel that assist with post-award duties at other universities. Beverly Endicott (UCO) agreed to send job descriptions for herself and the budget manager in CMS to Susan. Deanna will also send job descriptions for the grant accountant positions. Tandy Keenan (NWOSU) commented she kept a log for two weeks as documentation to support her need for additional staff. Susan commented that new post-award regulations and procedures are causing additional strain on her staff.
  2. Policy for Use of F&A Allocations

Dr. Linda Mason (OSRHE) has a list of each University's F&A distribution method and will forward to the group. The Regents do not have a policy regarding F&A. The individual University guidelines determine how F&A is distributed and spent. Yolanda Carr (SWOSU) recently presented a new policy regarding

spending IDC. Mary Huffman (UCO) has received the request by a PI to re-evaluate how IDC received by the department is used. She met with the grants council and faculty members within her department to accumulate ideas to present to the Dean. They decided to fund a grant workshop, grant meeting refreshments and other grant-related expenses. Deanna Brandt (UCO) commented that Dr. Barthell, the provost at UCO, wrote a paper on the purpose of IDC. Beverly Endicott (UCO) replied that she is aware of that article and will retrieve and forward to the group.

3. Software/Tools for Grants Management

Tandy Keenan (NWOSU) has researched additional software to limit paper usage; however, most of the options are expensive. Susan Evans (NSU) replied that she utilizes spreadsheets and they only have portions of Banner available. Most universities used spreadsheets and e-signatures on PDFs. The Office of Research and Sponsored Programs at UCO uses Cayuse for the pre-award process. Yolanda Carr (SWOSU) requested anyone with more electronic ideas to email them to Tandy.

4. Future Strategies in Grantsmanship – Dr. Linda Mason

The CGR website is located on the OSRHE website under Grant Opportunities for Higher Ed. The Strategic Plan is posted and was finalized in 2014. It includes three goals and how to accomplish them. Linda encouraged the group to follow up on the benchmarks noted in the Strategic Plan. Kathi Schoonover-Redden (NSU) suggested for everyone to review the Strategic Plan and return to the next meeting with ideas on how to accomplish it.

Linda reported there is still not a clear message whether the federal administration will cut funding for federal agencies. DOE desires to fund underserved audiences (veterans, single parents, rural populations, Native Americans). If you would like a CGR pin, send an email to Linda. She encouraged the group to remain active because it is valuable and a unique group when compared on a state and national level. There is a listserv available through grants.gov. Greg Wilson with UCO – OR&SP sends a listserv to UCO employees noting grant opportunities. The Regents is in search of someone to work on a part-time basis in Linda's position while also working for their University on a part-time basis. Anyone who is interested should contact Linda.

5. Election of Secretary

Sogol Rasouli (OSU) is willing to serve, she needs to check with Hollie, her supervisor before a vote. A motion was made to table the vote for secretary, no one opposed.

**IV. Other Business**

A. Oklahoma Research Day – March 9, 2018, Northwestern Oklahoma State University, Enid, OK

Tandy Keenan (NWOSU) volunteered to work the booth and Linda Mason will be there to assist. Linda requested that Yolanda create a flyer to have available for distribution at the booth. Yolanda agreed to draft the flyer and send out for review. Kathi offered to relieve Tandy after her meeting that morning. Susan

Evans made a motion for CGR to have a booth at OK Research Day. No one opposed.

B. Next Meeting

Deanna Brandt (UCO) volunteered UCO to host the Spring 2018 meeting in May.

**V. Adjourn**

A motion was made to adjourn and the motion was seconded.

**VI. Lunch**