



Minutes

2013 Fall Meeting

November 7, 2013

8:30 a.m. – 12:00 p.m.

Northwestern Oklahoma State University, Board Room (Room 125), Enid, Oklahoma

Attendees: Gloria Antone (OCCC), Daphne Burns (SEOSU), Cheryl Chanslor (Northern OK College), Amber Cole (OSU-OKC), Curtis Cook (NWOSU), Fatemah Dili (UCO), Beverly Endicott (UCO), Susan Evans (NSU), Nora Finnegan (NSU), Blair Goforth (UCO), Sheryl Hale (Career Tech), Debbie Hickman (OSU), Treva Kennedy (EOSC), Chassey Kirk (EOSC), Tamra Kitsmiller (UCO), Daniel Marangoni (Rogers), Pam McDown (UCO), Jennifer Menz-Payton (OSU-IT), Liliana Renteria (UCO), Kathi Schoonover-Redden (NSU), Hollie Schreiber (OSU), Shelly Schulz (NOC), Sheri Shatswell (NSU), Gladys Skinner (SEOSU), Deana Stevens (RSC), Joe Swalwell (OCCC), D.J. Swepston (NSU), Nancy Thomason (ECU), Melissa White (UCO), Tiffany Wika (NSU), Tony Wohlers (CU).

8:30 am – 9:00 am	Breakfast and Networking
9:00 am – 12:00 pm	Business Meeting
12:15 pm – 1:30 pm	Lunch



The nineteenth semi-annual meeting of the Council on Grantsmanship and Research was held in the Board Room (Room 125) at the Northwestern Oklahoma State University Enid campus. The meeting was called to order at 9:00 a.m. by Dr. Tony Wohlers, Chair.

I. Opening Remarks – Dr. Tony Wohlers and Mr. Joe Swalwell, Chairs

- a. Tony, CGR Chair, welcomed representatives of community colleges and career techs and CGR members in attendance; he also recognized Mr. Curtis Cook for his great hospitality.
- b. Joe, Chair of the Oklahoma Community College and Career Tech Grants and Research Professionals group, thanked Tony and all CGR members for including community colleges and career tech representatives in the meeting; Joe also thanked Curtis for hosting the meeting; Joe introduced himself to the group stating that he has been the Director of Grants and Contracts at Oklahoma City Community College (OCCC) for five years; during this time, the community colleges formed a consortium as part of a \$2 billion TAACCCT grant; this consortium was unprecedented in nature and created and solidified partnerships among all the community colleges in Oklahoma; although not funded at the level proposed, OCCC received a grant and created a centralized channel of communication for community colleges throughout the state; he mentioned that the network is now looking to leverage their presence within CGR; Joe explained that their goal at this meeting is to review their grant assessment needs and finalize their charter.
- c. Introductions – All attendees stated their name, affiliation, and position title.



II. Respective Breakout Meetings

- a. At 9:06 am, the two groups separated to conduct their respective breakout meetings; the community college and career tech representatives met in the separate room and the members of CGR remained in the Board Room.

III. Self Introductions

- a. Introductions were not repeated because everyone introduced themselves before the two groups separated; CGR members were asked to review and edit the membership list.
- b. Tony mentioned that Dr. Linda Mason was not present at the meeting as she was still in Europe establishing international relationships through a program sponsored by NCURA; this was Linda's first meeting since the beginning of CGR that she was not able to attend.

IV. Voting for Approval of Minutes from Spring 2013

- a. A motion was made by Mr. Daniel Marangoni and seconded by Ms. Tamra Kitsmiller for approval with no corrections.
- b. The minutes were unanimously approved.

V. Old Business

a. Strategic Plan

- i. Tony thanked the committee who worked on the strategic plan; he suggested that we review the plan point by point to see if we were all in agreement and to ensure that the listed goals, benchmarks, and measures align with the CGR mission.
- ii. Discussion of Goal 1: Enhance Visibility of Grantsmanship Opportunities and Resources
 1. Objective 1 – Raise awareness of CGR mission and resources available
 - All agreed this was a good objective; Tony asked if anyone had uploaded the CGR logo to the website; no one has placed the logo on their institution's website as of the fall 2013 meeting; Tony will resend the logo to all for institutions to upload.
 2. Objective 2 – Sponsor or collaborate with a relevant state-wide event in the area of grantsmanship and disseminate relevant information accordingly
 - Tony asked if Oklahoma Research Day was the best venue for this objective; all agreed it was; Susan mentioned this objective fits the vision of CGR to increase visibility and raise awareness of the Council at each of the regional universities; she also mentioned that it would be a good idea to have business cards of CGR members at the table for ORD participants who are interested in grantsmanship to contact CGR members within their institutions; Susan also mentioned that this would increase collaboration within each institution by providing information of CGR members to faculty interested in finding collaborators at other institutions.
 - Daniel agreed with Susan; he mentioned each institution could provide information that they would like to have available at the table at Oklahoma Research Day; for example, Daniel has a one-pager he gives to faculty at Rogers State; he volunteered to help with the handout.



- Tony mentioned that individual documents might be more complicated, especially for institutions that are decentralized such as OSU; OSU contacts can provide a list to Ms. Debbie Hickman for each of their colleges.
- Ms. Melissa White asked if we also want resources/content for students; the consensus was that we could provide that information if the institutions provide it.
- There was a concern about providing the information in a consistent manner if everyone made their own one-page documents; everyone agreed that one document with all contact information can be produced; Daniel will help collect the information and will send the document to Tony.
- Institutions interested in having their information at the ORD table will need to send it to Daniel by the end of January.

iii. Discussion of Goal 2: Expand Grantsmanship Opportunities and Resources

1. Objective 1 – Collect resources and sample documents from CGR membership and provide access in central location
 - Melissa asked if we have the ability to create a log-on page on the Oklahoma State Regents for Higher Education website to get information; Tony will check with Linda to see if this would be possible.
 - Daniel mentioned that if we can have a central location where we can post new hires, documents, and answers to questions, we can increase communication among CGR members.
2. Objective 2 – Add interest/focus areas to membership list to help identify best source for specific questions/support
 - Ms. Liliana Renteria reported on the progress of the membership list; the list is almost ready to be posted to the CGR website; however, the strategic planning committee thought listing everyone's areas of knowledge would be useful information that would encourage collaboration among CGR members; Liliana mentioned that the committee created the list provided at the meeting; she asked that everyone fill out the form and turn it in before leaving the meeting; she will update the document and will send the final copy to Tony before the end of the fall semester.
3. Objective 3 – Establish regular communication with CGR members between fall/spring meetings
 - Daniel talked about having a listserv to increase communication and build collaboration and collegiality among CGR members; he mentioned we needed new ways of communication; Ms. Hollie Schreiber stated that OSU has a listserv and she would find out if non-OSU people can help administer it.
 - Tony proposed that we could have regular updates about jobs under regular communication on the CGR website; Daniel mentioned that this is the type of information that could be shared using a listserv; Melissa suggested having a membership list tab on the CGR website as an option.
 - Susan mentioned that the listserv that Linda administers might be another option; Tony will compare the list from Linda's listserv to CGR members to see if we could use that listserv to communicate.



- Tony asked the members to voice their thoughts on the semiannual newsletter; he mentioned that the responsibility of putting it together could rotate among members; Hollie stated that most of the information listed on the strategic plan objective seems to be a duplication to what has been discussed and can be uploaded on the CGR website or posted to a listserv; Susan and Melissa agreed.
- All agreed to focus on further developing the CGR website and actively using a listserv instead of the newsletter.

iv. Discussion of Goal 3: Sustain Involvement in the Council on Grantsmanship and Research

1. Objective 1 – Reach out to institutions not currently participating in CGR
 - Tony asked the membership if we want to create a committee or should the Chair be the one to reach out to institutions that are not currently participating in CGR; no one was opposed to Tony reaching out to these institutions.
2. Objective 2 – Reach out to new sponsored program officers before and during the regular meetings of the CGR
 - All agreed that it was good to reach out to new sponsored program officers; Susan stated that it could be the responsibility of the CGR members within each institution to reach out to new individuals; the CGR members could then communicate with the Chair or Secretary of the new addition to CGR.

VI. New Business

a. New Member Spotlight

- i. Liliana introduced Ms. Fatemah Dili, new UCO Grants Coordinator; Fatemah greeted the members and proceeded to talk about her background; Fatemah has taken over for Ms. Danielle O'Brien and has been at UCO since June; she worked as a Research Advancement Administrator in the College of Technology and Innovation at Arizona State University before she joined UCO in her current position.

b. Updates from each campus

- i. NSU:
 1. Susan reported that the federal shutdown has not affected the post-award side of managing awards; she expects that they will not feel it until next year.
 2. Susan and Ms. Kathi Schoonover-Redden led a session at the SRA Conference in New Orleans on how their two offices (pre and post-award) work together; Kathi stated that there were good sessions at the conference; she also mentioned that there was a range of institutions, including international institutions that were represented from 200 students to 14,000.
 3. Both Susan and Kathi mentioned that CGR might look to assist and mentor other universities or colleges to get started or set-up their offices; one example given was the time that Oral Roberts University in Tulsa contacted CGR members when they were trying to establish their office.
 4. Susan suggested to that we could have resources on the CGR website so that people can contact our members if they need assistance starting up an office; many offices are



manned by one individual or small group of people; the CGR website can have resources on how to start an office and stay compliant with all the rules.

5. Tony will add it to the agenda as a topic for next meeting.
6. On the pre-award side, Kathi mentioned that Ms. Sara Barnett-Flores took at position at Sequoyah High School to assist students; NSU is readdressing the institutional grant writer position that Sara vacated; Kathi will know something soon; she expects the position to be announced in early January; Kathi also mentioned that her office has been busier than expected as far as the federal shutdown; they are waiting on hearing back from a grant that they wrote but with the federal shutdown the announcement has been delayed; Kathi also announced that Ms. Tiffany Wika will be having her baby in March; Kathi also reported that she presented at the NCURA national conference in addition to presenting with Susan at SRA.

ii. Rogers State:

1. Daniel stated that all is good with the new office at Rogers State; the first year of research administration has gone well although he is still working on creating a culture change at his institution; Rogers State received their first NSF grant which has created a new partnership for Rogers State; he also reported that their EDA economic gardening grant has been funded again for another 5 years; he has \$30,000 for internal grants and has been going to faculty committees to promote this opportunity; during the first year he also wrote new policies to increase ability of faculty to grow interest in and be motivated to write grants; Daniel will be teaching an undergraduate grants course in Spring and he already has 8 students registered.

iii. UCO:

1. Ms. Pam McDown reported that the Oklahoma Research Day upgrades to the website for registration and abstract submissions have been finished; one of the upgrades will be the ability to order the names of authors and co-authors; another upgrade will be new types of reports on the administration side; the Office of Research & Grants (OR&G) at UCO has been working with UCO's Institutional Research Office to improve the end of year report by tracking transformative learning through new student surveys; and making it more consistent; Pam also stated that the report shows that students who participate in UCO's RCSA Student Grant Program are retained at a rate of 97%; retention has gone up every year and will be posted on OR&G website as soon as the report is finished; Pam announced that the abstract submission for Oklahoma Research Day will be opening right before Thanksgiving break, and the deadline for abstract submission will be January 29, 2014.
2. Melissa announced that Ms. Betty Beall had retired in July and their office will have a new grant accountant in a couple of weeks; UCO just finished the audit cycle in which all INBRE and US Department of Education grants were audited in great detail; Melissa, Susan, and Hollie all agreed that there is an industry-wide trend to pull more samples in audits.
3. Ms. Beverly Endicott mentioned that an article about incentivizing faculty using reassignment time through UCO's CURE-STEM program had been published in the CUR Quarterly magazine; the program has been very successful; the article was authored by Dr. John Barthell, Dr. Wei Chen, Dr. Charles Hughes, Dr. William Radke, Dr. Charlotte Simmons, Dr. Gregory Wilson, and Beverly; Beverly will send out the link to either Tony or Liliana so that it can be distributed to all members; UCO received its first NIH grant; the grant was a R21 with Dr. Wei Chen serving as the PI;



Beverly also discussed a new pilot program through the College of Mathematics and Science that began at the start of this fall semester; the pilot program allows CURE-STEM faculty to post their research online and allows undergraduate students to see what the kind of projects faculty are involved in; students interested in pursuing undergraduate research with a faculty member can fill out a form online and list 1 to 3 projects of their interest; Beverly will then match them with a faculty member; the program is advertised using social media such as Twitter and Facebook; there is no promise of payment to students; many of the students are freshmen; students who are part of the summer bridge programs at UCO do get a little money.

4. Liliana mentioned that the office had been working on expanding its end-of-year report to include five years of external grant data by type of funding agency; Liliana also mentioned that UCO had hosted a two-day workshop for faculty and staff in collaboration with various departments at UCO, including staff from the OR&G, the Office of Grants and Contracts, the Office of Research Compliance, the Office of Sponsored Programs in the College of Mathematics & Science, and the College of Education; the workshop included topics such as searching for grants, describing institutional grant submission procedures, developing the narrative, building budgets, contacting program officers, and describing IRB procedures; Liliana reported that there was a mixture of newer and tenured-track faculty from different disciplines and staff members from different divisions; she stated that UCO plans to offer these workshops again in the spring but will also be breaking it up into shorter sessions so that people who cannot step away for two full days can still obtain the information.

iv. OSU:  Council on Grantsmanship & Research

1. Hollie mentioned that their vice president will be resigning as of Jan 1st; the announcement will be made at the next regent's meeting; OSU has bought an electronic research administration system for pre-award purposes only (eGrants – Key Solutions) and is in the testing phase; OSU looked at Cayuse but decided to go with eGrants because of its potential to do post-award; eGrants has done customization because they are the first decentralized university to use it; Hollie has added a new grants and contracts specialist position to her office; OSU has not felt the federal shutdown and sequestration; OSU is hiring a proposal development position in its College of Engineering; Hollie announced that the NCURA Region V conference will be in Austin at the Westin, May 4-7, 2014; Ms. Katie Plum will lead a PUI workshop at the conference; Hollie asked members to send proposals for possible workshops; she also urged members to send her topics that we would like to be covered at the conference; Tony asked Hollie about the cost of eGrants, and Hollie mentioned that one of OSU's conditions was that the system had to be less than \$100,000.

v. SWOSU:

1. Dr. Daphne Burns has been at SWOSU just about one year, and she had a few questions for the membership; 1) Does everyone have accounting support? Is there an office that does not have accounting support? Ms. Debbie Hickman responded that she does the budgets as a pre-award person and someone else puts it together; Daniel mentioned his office does not have accounting support; he just runs it by the comptroller; Liliana stated UCO routes all grant budgets through the Office of Grants and Contracts; Beverly said she does all the routing and writes budget and budget justification; 2) Is it standard to have delineation between pre/post-award? At OSU, Hollie does both, and it has been a big help to work with grants from cradle to grave;



Hollie mentioned this issue is always discussed at NCURA conferences. 3) Is there anyone who works in pre-award that does not have post-award information? Beverly said that she has access to pre/post award information; Liliana also stated that the UCO pre-award central office works closely with the post-award office; Susan mentioned that at NSU the pre- and post-award offices work together as well.

vi. SEOSU:

1. Ms. Gladys Skinner announced that SEOSU received a grant to provide shelving for library from USDA that they have not received for years; they have submitted another USDA grant through their Small Business Development Center that has not been announced; Gladys also discussed that the President's Office held a grant reception on campus for the first time where an award was given to a faculty member; the 3 pm event was a come-and-go event that had low attendance; Gladys hopes that it will be continued so that directors can meet and greet each other; Gladys reported that SEOSU saw its lightest audit they have ever had.

vii. ECU:

1. Ms. Nancy Thomason was to retire at Christmas; however, she will be staying until June 30th as a grant writer because of the departure of Ms. Mai Fields; Nancy said that her and Ms. Bethany Walling will announce the director position at beginning of January, and she will continue to work as grant writer and help the new person who is hired; ECU is working on the Title III grant they received for a research lab to enhance scientific research and grants; ECU also has a new business building; Nancy mentioned that last spring her office had their first intern who was an English major; the intern secured a wonderful position at the end of her experience; the office has an intern this fall and plans to hire another intern for the spring; interns are a lot of work but both interns have been great; Nancy finally mentioned that Dr. Anderson went to a community meeting at which it was discussed that if we have another federal shutdown in January or February, it might be tough.

viii. NWOSU:

1. Curtis discussed the usefulness of this group; he mentioned that he was able to get NWOSU's IACUC policies and procedures written and the IACUC up and running with the help CGR members.

ix. Cameron University:

1. Tony mentioned that the Office of Academic Enrichment has been expanded to include three areas – student research, internal and external grants, and honors program; he also reported that Cameron submitted two NSF grants and next year Cameron will submit its first NIH grant; Tony stated that Cameron has made strides toward building a culture of grantsmanship using internal grants; the \$30,000 seed money for external grants has been fully allocated; Tony said that some challenges he has encountered with faculty are the teaching load, time dedicated to ongoing assessment, and advising loads; Tony mentioned he had also conducted workshops and was seeing more diversity.



c. Crowdfunding and policy development

- i. Tony asked CGR members if anyone was developing a policy or should CGR help with the policy; Kathi mentioned that she attended the workshop with Linda at the Regents, and each institution will address it differently based on the administrative perspective; Kathi said there will be a need at some point to develop a policy whether individually or collectively.
- ii. A member asked for clarification of the definition of crowdfunding to which several members contributed; it is an avenue to collect funding sources; Indigogo is a website that higher education uses more than others; faculty post their research and projects on the website and get donations from individuals.
- iii. Beverly mentioned that most of the projects she has seen are asking for \$100,000 on public sites; she also stated that this is a huge implication for intellectual property.
- iv. Tony stated that there is no way to track the money that is being awarded and no way to verify the used of the money for the intent stated on the website.
- v. Susan mentioned a policy needs to be written because it is a legal liability for the institution as faculty members are representatives of the institution.
- vi. Hollie mentioned that in her division they have consolidated accounts that allow for multiple funding sources in one grant account as long as the sources are less than 5,000 per quarter and have no deliverables and tracking; OSU has a policy on consolidated accounts; Hollie will share the policy with the group.
- vii. A member raised the issue of effort reporting for salary; and Hollie said it would be based on each institution and its policy; Beverly agreed but this would only work as long as the PI communicates with the institution.
- viii. Tony recapped the conversation up to this point and mentioned that there appeared to be two aspects that needed to be addressed – tracking money and notifying the institution of the intent to raise funds in this manner.
- ix. Tony asked if we were to design a policy what basic aspects would be incorporated; Kathi mentioned that intellectual property, informing the institution, misrepresentation of the university, and misappropriation of funds needed to be addressed through the policy; Beverly added that sponsored programs offices at the university and/or college level need to be notified; Ms. Tiffany Wika raised the concern that faculty may not see crowdfunding as a type of grant, so this would have to be delineated in the policy.
- x. Tony asked if there is something happening at regional institutions in regards to crowdfunding? Beverly stated that she has notified the Dean of crowdfunding issues but will most likely have to come from the Provost level; Susan agreed.

d. Relationship to Oklahoma Community College and Career Tech Grants and Research Professionals

- i. Tony asked if we should establish a concrete relationship with the group; Beverly said that when we collaborate we all win; UCO collaborates with community colleges; Daniel agreed and mentioned that students are going from high school to career techs to community colleges to four-year institutions.
- ii. Susan discussed the original intent of CGR for those who were relatively new; CGR was established for regional universities to discuss problems, address questions, share knowledge, etc.; Susan stated that CGR was established to increase the members' collaboration; contact each other for help; this is important because we are losing experience/knowledge; she suggested that we might have a general session where we all meet and then have a CGR



- meeting that follows; this could be helpful to discuss issues that affect all institutions such as how Dr. Greg Wilson raised the issue of effort reporting three years ago; Susan mentioned that the presence of the community college and career tech grants and research professionals at this meeting shows support for collaboration.
- iii. Hollie said that she has talked to Ms. Debbie Newton from Tulsa University who is also interested in attending the meetings; Hollie stated that coming to these meetings provides OSU with an opportunity to help CGR members and it also provides OSU with a forum to discuss issues that they had not talked about such as crowdfunding.
 - iv. Daniel sought clarification about control and voting in CGR and Tony clarified that the charter is step up that only regional universities have voting rights;
 - v. Susan raised a concern about the cost of hosting the meetings because CGR does not have any funds.
 - vi. Tony suggested that maybe we can all meet with a general session once a year; this would allow for collaboration while providing CGR members with forum for which it was established; Tony motioned to set up one meeting with CGR where the groups meet together including research universities followed by a CGR meeting; the members decided to wait to hear what the other group had discussed before making any decisions.
 - vii. Curtis went to see if the group had finished their meeting and ask them to rejoin the CGR meeting to let the members know what they had decided as a group; in the meantime Tony continued to the next item in the agenda.
- e. Annual grant submission trend
- i. Tony let the members know that Ms. Gerry Cherry was not able to attend the meeting as her sister was sick; Tony talked about the national analysis of proposal submissions and passed a list that showed different universities across the country; Tony reported that submissions had decreased for these universities; Tony also stated that submissions in Oklahoma are down, but community colleges submitted more proposals than regional universities combined.
- f. Professional Development: Research Centers
- i. Linda provided Tony with a document that describes the factors to consider when setting up a center within a university as well as the policies; Tony asked if any members had research centers; Liliana mentioned that the UCO College of Business has a center; Beverly also mentioned that the UCO College of Mathematics & Science has two centers – Center for Interdisciplinary Biomedical Education and Research (CIBER) and the Center for Research and Education in Interdisciplinary Computation (CREIC) – and they are trying to develop a center for environmental biology.
- g. Other
- i. Tony announced that the NCURA magazine has a crowdfunding article; Hollie will send it out to everyone; he also announced that there was a new grant with collaboration between the US and United Kingdom titled US Global Innovation Collaborative Grant; the grant opened the week before the meeting and has a focus on STEM; two parallel competitions have also opened. Tony will send information by email.



VII. CGR Meetings

- a. Northeastern State University will host the Spring 2014 meeting on Thursday, April 10 (tentative). All members were asked to check their calendars to see if this date works.
- b. Cameron University will host the Fall 2014 meeting.
- c. Hollie mentioned that OSU can host the Spring 2015 meeting in Stillwater as part of the mini-research administration conference scheduled for February 2015 (tentative).

Back relationship with community colleges and career tech grant and research professionals.

- a. Representatives of the community colleges and career techs joined the CGR meeting to further discuss the relationship between the two groups.
- b. Joe announced that Ms. Cheryl Chanslor was selected to be the Chair of the Committee for the Advancement of Grants (CAG);
- c. Cheryl mentioned that CAG had discussed the possibility of operating as a committee within CGR; she also let CGR know that they had developed their charter and voted for officers; Cheryl mentioned that they will officially adopt the charter at end of year; they are waiting for the reorganization of career techs to take place; Cheryl stated that CAG discussed meeting on a quarterly basis, twice outside of CGR and twice as part of the CGR fall and spring meetings.
- d. Tony suggested that all the groups could meet once a year maybe in the fall to discuss issues that affect all institutions; we could then break up into individual groups in the afternoon.
- e. Joe raised a concern about meeting only once a year as a group; Tony and Susan mentioned that we do not have funds as an organization to cover hosting the meetings; this issue is one that we will need to address soon as an organization; a possibility of approaching each institution's administration to request funds for hosting the meetings was briefly discussed.
- f. Joe discussed the possibility of having one or two representatives from CAG at CGR meetings; this way we can have two separate groups and CAG can still have quarterly meetings.
- g. Susan mentioned that OSU currently participates in CGR meetings even though they do not have voting rights; therefore, it would not be a problem to have CAG representatives at CGR meetings.
- h. CAG and CRG members agreed that we can meet once a year as a group, and CAG can have representatives participate in CGR meetings.
- i. Tony stated that no motion was needed since representatives are welcomed to participate in CRG meetings; Tony will keep in touch with Cheryl.

VIII. News and Events

- a. 2014 Oklahoma Research Day (March 7, 2014)

IX. Adjournment

- a. A motion to adjourn the meeting was proposed by Beverly; Tony seconded.
- b. The meeting was adjourned at 11:36 am.