



Minutes

2014 Spring Meeting

April 3, 2014

9:00 a.m. – 12:00 p.m.

Northeastern Oklahoma State University, Branson Alumni Center, Tahlequah, Oklahoma

Attendees: Susan Evans (NSU), Nora Finnegan (NSU), Blair Goforth (UCO), Debbie Hickman (OSU), Mary Huffman (UCO), Daniel Marangoni (Rogers), Linda Mason (OSRHE), Pam McDown (UCO), Robert Raab (OSU), Liliana Renteria (UCO), Kathi Schoonover-Redden (NSU), Sheri Shatswell (NSU), Gladys Skinner (SEOSU), D.J. Swepston (NSU), Nancy Thomason (ECU), Rachel Waldrop-Holzhauser (UCO), Tony Wohlers (CU).

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

The twentieth semi-annual meeting of the Council on Grantsmanship and Research was held in the Branson Alumni Center on the Northeastern Oklahoma State University campus. The meeting was called to order at 9:34 a.m. by Dr. Tony Wohlers, Chair.

I. Opening Remarks – Dr. Tony Wohlers, Chair

- a. Tony welcomed members and thanked Ms. Susan Evans and Ms. Kathi Schoonover-Redden for hosting the meeting; Susan recognized Ms. Sherri Shatswell for her efforts.

II. Self Introductions

- a. Council on Grantsmanship and Research Members stated their name, affiliation, and position title; review and edit of membership list.

III. Voting for Approval of Minutes from Fall 2014

- a. A motion was made by Mr. Daniel Marangoni and seconded by Kathi for approval of the minutes with a correction to change Dr. Daphne Burns' institution to SWOSU instead of SEOSU.
- b. The minutes were unanimously approved.

IV. Old Business

- a. Strategic Plan Accomplishments
 1. Tony stated that we accomplished all items under the goal to enhance visibility and wanted to discuss items of the plan that had not been addressed. If the two items that will be discussed are accomplished, the strategic plan will be fully implemented.
 2. Expand Grantsmanship Opportunities and Resources Discussion
 - i. Tony mentioned we had agreed that we would provide informative documents (policies, routing documents, etc.) and basic documents with information from each institution that could be uploaded to the CGR website.
 - ii. Dr. Linda Mason said she has presentations and “how to” documents on her website, but



she does not have standard forms. Linda thought that adding examples of routing documents to the CGR website was a good idea.

- iii. Tony offered to categorize the documents if institutions would want to share them.
 - iv. Linda asked if anyone had an example of a faculty needs assessment survey. Ms. Nancy Thomason said that ECU has a survey.
 - v. Linda also asked how many institutions had routing forms; a few members raised their hands. Susan added that many institutions are going electronic with routing.
 - vi. Debbie provided a document with contacts for each college at OSU. She mentioned that the document, which was printed and handed out to all members present, also provided links to the OSU website where we could find OSU templates. She shared the link (<http://research.okstate.edu/index.php/forms-and-agreements>). Debbie mentioned that OSU is modifying its subcontract form so that all Intellectual Property information is in the same area. The new document should be available in the next couple of weeks.
 - vii. Susan said we can compile similar information for each institution for the website.
 - viii. Susan and Kathi announced they will be presenting at the NCURA regional conference on how their offices work together (pre/post). Susan and Kathi will discuss how to start both pre/post award and will present the type of basic documentation and information to consider. They will share their presentation and documents with the group. Linda has documentation and will send it to them. Linda also mentioned that NCURA has a team that does program audit for a fee; details are on the NCURA website; Linda will double check.
 - ix. Daniel said he is also attending NCURA in May. He is part of the planning committee and will also be presenting. Daniel will be presenting with Ms. Kayla Tindle, both Ph.D. candidates, applying human motivation theory to grantwriting; they will discuss how to develop tools and assessments to drive faculty to accomplish goals. The title of their presentation is “Grabbing the Bull by the Horns”. Daniel will share the presentation documents with CGR.
 - x. Linda is co-presenting with one of the NCURA fellows for international research. They will be presenting two sessions—“how to” and what they did. Linda went to Brunel University and the other fellow went to Belgium.
 - xi. Tony said to email all of our information to him. He will categorize the documents and will send it to Linda so that the documents are uploaded to the website.
3. Welcome Committee Discussion
- i. Tony asked if we wanted to create such as committee. Linda said yes. Daniel and Linda volunteered to be on committee. Linda said she learns about new members who are in one-person offices. Linda thought that the Welcome Committee would serve as a way to invite new members to attend the meetings and introduce them to the group. Susan said that this committee would be helpful to reach new individuals if they are a one-person office.
 - ii. Daniel volunteered to chair the committee. He asked about the mechanism of communication. Liliana mentioned that members could email Daniel and copy Tony.

V. New Business

a. New Member Spotlight

1. Ms. Rachel Waldrop Holzhauser introduced herself to the group. Rachel is the Grants Coordinator for the Office of Research & Grants at UCO. She has been at UCO for 7 weeks. Rachel came to UCO from the EDGE Program where she worked as Director for five years.
2. Mr. Robert Raab, Coordinator for Faculty and Student Initiatives in the College of Education at OSU, introduced himself and mentioned that he had been invited by Ms. Debbie Hickman. Robert mentioned he hopes to use CGR as a resource.



b. Updates from each campus

1. UCO:

- i. Pam – The OR&G is wrapping up Oklahoma Research Day (ORD). The ORD website has been reopened for poster upload. Once we close it, the searchable archived version will be finalized. The ORD 2014 event had 1,200 registered and 700 presentations. During the event, Dr. Rao had mentioned that “he created a monster”. Next year it is going to NSU (Kathi and Dr. Tom Jackson are taking the lead). NWOSU in Enid will host the event after NSU. Pam reported that the RCSA Student Program had 135 student proposals submitted, and we are expecting to award over 200 research assistantships for this upcoming year. Pam also briefly discussed compensation for faculty who serve as mentors. UCO will be rolling out the program this upcoming fall, which has been approved by Provost and President. The program uses tuition fees for irregular enrollment to compensate faculty who are mentoring students. Students will sign up for a credit hour. Faculty can bank hours or be paid that semester.

Discussion: Linda encouraged us to share our institutional policies with each other so that institutions can use these to speak with administrators. Tony agreed with Linda because having these documents would provide a more effective way to communicate with our administrators. Susan inquired if the class students are enrolling into is specific for research. Pam clarified that the class is more like an independent study. Pam asked the members present if there any other institution has a compensation program at their campus. Debbie responded that OSU has a Dean’s incentive grant for new faculty and the Associate Dean for Research holds a competition for summer salary and also provides a travel incentive award of \$1,000 in the Arts and Sciences College; she believes other colleges at OSU also have similar incentives. Pam stated that the piece UCO has been missing is to get faculty rewarded for their efforts of mentoring students outside of the classroom. Pam mentioned that UCO provide summer salary incentives to faculty so that they can write proposals.

- ii. Mary – The Provost has announced Transformative Learning (TL) Scholars program. This new program will incentivize 2-3 faculty members in each college at UCO to encourage grantsmanship. The faculty will need to be admitted into the program and will receive funds for reassignment time, research assistants, travel, equipment, etc., to undertake research and apply for external grants. Mary mentioned that the Provost had met with deans the day before the CGR meeting to discuss the selection of faculty. Mary also reported she has been working with OSU on a collaborative grant with a new faculty in her college—College of Education & Professional Studies.
- iii. Rachel – The deadline for Faculty On-Campus Grant programs at UCO had just passed. The OR&G received 39 grants for these competitions.

Discussion: Daniel asked how many are usually funded. Pam responded that we usually fund about 40% of the faculty projects. Liliana agreed with Pam’s statement.

- iv. Liliana – Dr. Wei Chen, Associate Dean and Professor for the College of Mathematics & Science, Department of Engineering and Physics, is the first member of the UCO community to be awarded a patent through the US Patent Office. The title of his patent is, "Immunologically Modified Carbon Nanotubes for Cancer Treatment." Dr. Chen research is currently supported by a NIH grant.



2. ECU:
 - i. Nancy reported that they have posted the director position and have received 3 applications. She encouraged anyone to apply. Nancy reported that she has made a manual for director protocols and is writing policies and procedures for new director. She asked all present if anyone had received their Title III determination letter. No one at the meeting had received it.
3. OSRHE:
 - i. Linda reported she is preparing and presenting a Responsible Conduct of Research (RCR) training for ECU's summer bridge program. The training will be May 21st from 8-5 pm at the Oklahoma State Regents for Higher Education facilities in Oklahoma City. The training will meet NSF and NIH requirements. She is expecting 8 students, and invited anyone to attend. Nancy said that ECU will be sending a few more students. Linda also mentioned that the former senior VP and Provost for academic and student affairs from SWOSU, Dr. Blake Sonobe, is now the Vice Chancellor for Academic Affairs at the Regents.
4. Rogers State:
 - i. Daniel reported that he has spent his 2nd year at Rogers State building capacity, teaching a 3-credit full semester grantwriting course as part of the Public Administration undergraduate degree. He reported that \$30,000 were awarded to faculty through internal grants; he mentioned that they provided curriculum development grants this year as well. Daniel has been generating internal interest in funding through these opportunities. Daniel reported that the amount of grants submitted to the OK-INBRE program grew from one submission last year to 3 submissions this year. Finally, he discussed that he is moving his Scholarly Activities committee forward. This committee is comprised of people who make decisions regarding internal grant awards. The committee has changed some policies to increase the type of grants (travel and curriculum development grants for example) that are being offered in order to award the full amount allocated for internal grants.

Discussion: Linda mentioned that annual reports could be on CGR website. Tony mentioned that Cameron has their reports up on their website.

5. NSU:
 - i. Kathi will be working on the 2015 ORD that will be hosted in the new event center in Tahlequah just south of the stadium on Grand. She will be giving Pam and Tony a call to ask questions. Kathi reported that grantsmanship recognition has been incorporated into their May 1st employee recognition event, a university-wide event. Kathi will be teaching RCR training twice this month. She liked the idea of the May 21 RCR training that Linda is offering at the Regents. Kathi mentioned she is looking forward to teaching the classes because of previous student engagement. Kathi has not filled Sara's old position, and Tiffany will be out until June on maternity leave.

Discussion: Linda mentioned that RCR training is important. To her knowledge, no one has been audited from NSF or NIH yet, but she expects that this will eventually happen since RCR training has been a requirement for 3 years. Grants could be pulled if RCR is not being provided. The requirement is 6 hours face-to-face and 2 hours other. Kathi and Nancy follow this format.

- ii. Susan is keeping up with workload. They have had a multitude of audits and they have been coming out with great reviews. RUSO came by last year and one topic that they wanted additional information was the "internal receipt of federally funding equipment".



RUSO wanted to know the dates when the equipment was purchased, from what grants, CFDA number, item tag, serial number, accounting banner number. Susan will be providing this information to inventory personnel, and they will be including this information in the purchase order for the inventory control of the university; Ms. Gladys Skinner mentioned she recently had same experience; Susan said this was not an audit finding. Susan mentioned that Ms. Nora Finnegan is retiring on June 30. Luckily they have been approved for hiring for this position. Lastly, Susan mentioned they are waiting on OK-INBRE decisions.

6. OSU:

- i. Debbie mentioned OSU has an interim VP for Research Dr. Sheryl Tucker. OSU is looking to fill this position by performing a national search. Debbie mentioned OSU is still working on implementing the e-grants system.

7. SEOSU:

- i. Gladys reported that Larry Minks announced on April 1 his resignation effective June 30. He will stay on board as a faculty member. Mr. Paul Buntz will be teaching a grant writing undergraduate class starting the fall of this year.

Discussion: Kathi mentioned that she will also be teaching a grant writing class through Continuing Education; OU offers a 3-credit graduate course; Gladys asked if the courses include regulations. Linda responded that she covers regulations. Susan said that faculty members have problems managing grants because they do not understand the program regulations after they get it. Susan reiterated that knowing rules and regulations would help. She suggested that those who are teaching grant writing courses add some component regarding regulations to the courses. Gladys agreed with Susan and added that sometimes this is left for someone else like Susan and Gladys. Linda said that at OSU and OU the PI carries that responsibility. Linda also said that about \$100 million of the \$620 million that faculty at Oklahoma institutions were awarded last year was not spent partially because of grant management issues. Gladys has found that faculty members do not want to go through extensions because they do not know how to request them or think that it is difficult. Susan provided an example of one of her optometry faculty who was afraid to request an extension. Susan helped the faculty with the request and called the agency. The extension was granted. Susan said PIs have to have more contact with agency so they can build rapport. Debbie said her office is there to assist the faculty to do extensions. The faculty provides the technical justification and she does the rest. Daniel mentioned that doing the extension paperwork could lead to faculty not following through with their research. Susan asked Debbie who pays for unallowable costs. Debbie said the department has to pay for it.

8. Cameron:

- i. Tony reported that the Honors program at Cameron has had major curriculum changes. Now one class is a research class that eventually ties to grant writing. Tony teaches Honors and foundations to leadership; he talks about grantwriting basics in Honors class. For the past two years, internal grant funds have been exhausted (they have 3 grants). He mentioned it takes communication and encouraging faculty. He has found that going to meetings before the deadlines is helpful. Tony mentioned that it is easier to target the new faculty. He has observed that faculty that use the internal go to external grants. Tony reported that Cameron submitted two million dollar grants to NSF and one NIH grant. What it takes is to create synergy and have the support of the administration; Cameron will be hosting its scholars summit to allow faculty to exhibit research. This year they have added a student component and moderator panels for a conference feel. The 2-day summit



will happen the week after the CGR meeting (Thursday and Friday). Cameron is having a site visit from Florida State University to review the Honors program specifically research and study abroad. Study abroad tours are embedded in a credit class. Many students are honor students.

Discussion: Mary stated that she targets new faculty at a meet & greet and OR&G came to the meeting. Liliana said the meet and greet was a great way to establish a relationship with the new faculty for Mary and the OR&G office. Tony added that he attends the new faculty orientation as well. Pam asked Tony if he had found a statistical correlation between internal and external grant submissions. Tony responded that he has not finished looking at the data. Tony did state that submitting an external grant was one stipulation for them to receive an internal grant. Daniel agreed that one requirement was to submit one proposal after a submission of report. Daniel mentioned that we could look at qualitative measures; for example, faculty are feeling run down and have low morale; internal grants have increased morale of faculty at Rogers State. Attitudes have changed, but how can it be measure it. Tony responded that we could measure retention of faculty and faculty perception. Daniel agreed.

Gladys had questions about negotiating indirect costs rate with DHHS. She wanted to know how much money? Should they use the long or short form? All members said that she should do the short form. Susan also recommended working with the business office. Linda mentioned that she could talk to Carla Campbell at the Regents; Daniel and Tony offered their help as well. Liliana mentioned that UCO currently went through its renegotiation of indirect cost rate, so Ms. Melissa White and Ms. Tamra Kitsmiller could be a resource.

Linda announced that she will not be offering the summer grant writing institute this year. She also asked if anyone had developed a policy for crowd funding. No one present at the meeting had done so.

c. Data collection

1. Tony presented a rough document from the data he collected. Tony thanked everyone for sending information. He collected data from 22 institutions, including the years of operation of offices, number of grants submitted, amounts, etc. He mentioned the last column is the mean/average for the past 5 years. He asked members present to updated the document if any corrections were needed. He will share the final product with CGR. He is working on statistical analysis of the benefits of grantwriting on our campuses.

d. Strengthening Professional Development

1. Tony asked our thoughts about strengthening our professional development activities. He stated that the CRA is available, but can we do something internally to learn from each other. Linda announced that she is doing a capital funding audio conference and encouraged anyone to attend. A member suggested that we could add a calendar of professional development opportunities on CGR website so that we know what each campus is offering. Tony said it would be good to offer professional development opportunities for our new members. Susan added that we can share materials from presentations that we attend at NCURA.
2. A member mentioned that we could invite Daniel to our campuses to present. Daniel said we could add it onto our CGR meeting in the Fall. He said we use to have these during our meetings in the past. He suggested that we use our own members since we have members presenting at NCURA meetings. Susan mentioned that Kathi and her could present their NCURA presentation to our group. Daniel thought the pre/post topic would be a great



professional development opportunity. Daniel suggested that we add a question to the registration to see who is interested in attending the professional development after the CGR meeting.

3. Mary mentioned that she was finishing up a grantwriting course offered online through Fort Hayes University. She has learned tips and tricks. She will send the information to Tony. Tony said it is always helpful to know what products are good.
4. Linda asked if we wanted to have a CRA prep course. She also asked if the CRA certification had translated in salary increases for those who had obtained it. Susan said that was not the case for her.
5. Liliana asked if anyone had attended any Grantsmanship Center trainings. Both Daniel and Liliana have attended and recommended them. Liliana mentioned that UCO was looking into the possibility of bringing them for a research workshop.

e. Updates OmniGuidance / OMB

1. Curtis was not able to attend, but Tony wanted to see if members had any updates on this topic. Susan mentioned that by December 31 we will need to be ready to implement all the changes. Linda mentioned there are conferences that we can attend. NCURA is trying to do a 3-stage introduction to the OmniGuidance. The first one has already come out. Linda added that one change is that grants have to be posted 60 days before the deadline. Another change is in the conflict of interest. Susan suggested that we go to conferences where these changes are being presented. Linda mentioned that anything that is up on the CGR website has to meet accessibility mandates according to the regulations. Linda will be able to help with this. Mary said UCO has PowerPoint presentations about some of the changes. Liliana mentioned these were a general overview, but we could certainly share these.
2. Daniel motion to create ad hoc committee for professional development to work on the sessions for the fall meeting. Susan seconded the motion. The motion was unanimously passed.
3. Tony and Daniel will be the point of contact for volunteers who would like to present.

f. The Oklahoma Journal of Undergraduate Research

1. Linda updated the group of the journal. The Regents along with several institutions are working on solidifying the details. The journal will have an advisory committee that will function as editorial board. The journal will solicit abstracts from students at all institutions. Thus, reviewers from all institutions are needed. They are seeking section reviewer leaders and individual reviewers. Faculty reviewers can collaborate with student reviewers.
2. The platform is okjur.com. The MOU is being signed by all institutions. As soon as agreement is signed, the platform will be opened. Tony quickly typed in the website and a brief background description of journal appeared on the website.
3. OSU is building the platform because it would have cost \$10-\$30,000 to hire an outside company. OSU is building the website at a minimal cost, as they already have six other journals. The journal is a great opportunity for students who are performing undergraduate research to be published. Publications at the undergraduate level place students at a different level in the workforce and graduate school.
4. Linda said that they are looking for student engagement in the creation of the logo for branding. They will be offering a cash prize to the winner. The logo can be conceptual or final. Linda will send more information to all.

g. SHAREOK (creative works website)

1. Linda announced that OU and OSU have collaborated on a website intended to be a repository for all things creative in the state. They hope to share the website with all institutions private and public in the future.



VI. CGR Meetings

- a. The Fall 2014 meeting will be at Cameron University on September 11, 2014.
- b. The Spring 2015 meeting will be at Oklahoma State University in February; Tony will check with Ms. Hollie Schreiber.
- c. The Fall 2015 will be tentatively hosted by East Central University on September 2015.

VII. News and Events

- a. 5th Annual Promoting Undergraduate Research Conference (September 26, 2014)
- b. RCR Training (May 20, 2014 for ECU, Rose, and OCCC)
- c. NCURA Region V (May 4-7, 2014 – Austin, TX)
- d. The DaVinci Institute Spring Forum at OSU (April 11); free for first 10 organizational members; event is sponsored by the Regents.

VIII. Adjournment

- a. A motion to adjourn the meeting was made by Nancy and seconded by Daniel. The meeting was adjourned at 11:28 am.