

COUNCIL ON GRANTSMANSHIP AND RESEARCH

MINUTES September 22, 2005

The third semi-annual meeting was held on the campus of Cameron University, Center for Emerging Technology & Entrepreneurial Studies, Room 207, Lawton, Oklahoma. The meeting was called to order at 10:00 a.m. by C. J. Vires (ECU), Chair. The following members were present: C.J. Vires (ECU), Anita Blankenship (SWOSU), Lloyd Dawe (Cameron), Frank Zittle (Cameron), Linda Garrett (UCO), Kate Felzien (NSU), Vivian Whitney (ECU), and Linda Mason (OSRHE). Sheila Hodge, Graduate Assistant Researcher (Cameron), was a guest.

1. Welcome:

C.J. Vires acknowledged Cameron University for hosting the Fall 2005 meeting. Words of welcome were given by Gary Buckley, Vice President of Academic Affairs at Cameron. Members introduced themselves and stated their university position.

a. UCO – Arts Education Discussion:

Brief discussion of research at UCO on Arts Education was given by Garrett. It was noted in this discussion that it is a good idea to invite librarians to workshops to provide resource information to participants from a library standpoint.

b. Northeastern State University Workshops Discussion:

Felzien discussed recent proposal writing workshops held at Northeastern. These workshops had a theme and the participants were very receptive. Mason was a speaker at these workshops.

c. East Central University Audits Discussion:

Vires discussed two recent EPA Audits at East Central. Several times Vires had to use the OMB Circular to provide reasoning for items the auditor questioned.

2. Old Business:

a. **Minutes:** Minutes of the Fall meeting held on September 22, 2005, were approved.

b. Regents' Matching Grant Program:

Vires did send the letter to the Chancellor requesting a reinstatement of the Regents' Matching Grant Program. Vires stated that there had been no direct or formal response to the letter. It was noted that the Chancellor had verbally responded in a previous meeting held at the Regents' office. The response was that matching funds should come from each university's budget not the Regents' budget.

c. **Organization Name:**

Dr. Rao at UCO had asked the Council to change the council's name as it might be confused with the Council on Research. Vires discussed the issue with Rao. Council decided that the current organizational name would remain as established – Council on Grantsmanship and Research.

d. **By-Laws:**

The need for By-Laws was discussed. Council decided that By-Laws were not needed at this time and will operate informally for now. It was determined that this Council needs a few years to function and see what paths this council takes. By-laws will be discussed at a later date if needed as this organization evolves.

3. **New Business:**

a. **Election of Officers:**

Chair Vires reminded the council that officers are to be elected each year at the Fall meeting and that the chair would only serve one term. Many other types of council rotate the chair appointment to stimulate discussion. Blankenship was nominated by acclamation as new Chair for the 2005-2006 term. Nomination was seconded. Council voted and approved nomination. Felzien was nominated by acclamation as recording secretary for the 2005-2006 term. Nomination was seconded. Council voted and approved nomination. Blankenship and Felzien will begin duties at the end of today's meeting.

b. **Cooperative Proposal:**

Discussion was held regarding the development of a grant proposal by this Council. Council needs to determine like needs for participating universities. Discussion occurred regarding what types of funding opportunities are available for professional or faculty development, better use of technology, involvement of undergraduate students in research and research grantwriting. Other funding opportunities might be Title III or NSF-RUE. Council will need to continue to develop the proposal idea and concept such as stimulating undergraduate research and increasing capacity development to make the universities better. Title III Part A Cooperative might be a possibility for 2007. Emphasis may be to increase research capacity of institutions through capacity development—including undergraduate students but also increasing faculty development. Mason stated that Oklahoma EPSCoR might be a possible funder also. Once the idea and concept are established, Council will need to identify specific funding sources and then may need to establish a steering committee to own this project at each university. Mason will email Dolores Mize and ask her to talk with the NSF people that were at the Admore NSF Workshop to discuss this project. Vires asked for a volunteer to take this concept and to conceptualize it in words. Garrett agreed to write a draft concept paper with the assistance of Council members' comments. Garrett will email a draft to Council members in approximately one month. Council members will also begin to look for funding sources.

c. **Grant Culture Change:**

Vires explained that good networking has occurred through the organization of this Council. Each member has new networking connections and opportunities that were not in place previously. Blankenship also stated that other higher education administrators, Regents administrators, and some university presidents are aware of this Council now and know that it is functioning to provide better information and opportunities to the participating universities. The Council needs to continue to improve in the networking opportunities and avenues to continue to change the existing grant culture. Felzien spoke to the need to have this Council be a core group of expertise to provide needed resources to other universities when needed.

d. **Communications—ListServe, Website, and Logo:**

- (1) ListServe -- Mason says Council may use Regents' ListServe space and use passwords specifically to this Council. Bill Johnson would be the person to authorize the use of the Regents' space. Mason will speak to Johnson and Zittle and Felzien will work on the ListServe process.
- (2) Website -- Zittle and Felzien will establish a CGR Web page on the Regents' website and should be set up by December 1.
- (3) Logo -- Zittle will create a logo with the assistance of Felzien.

e. **Grantwriting Summer Institute:**

Vires commended Mason for a great Institute and will look forward to participating if the Institute is hosted again next year. Those that attended agreed that the Institute was very successful for the mentees (participants) as well as for the mentors. The large group subject presentations were very professional and expertly presented. Mason stated that the mentors made the difference in the success of the Institute.

LUNCH – 11:45 am

Discussions continued during lunch.

Group picture was taken.

f. **Time and Effort Reporting:**

Vires asked Council members to respond to time and effort reporting issue. An example that a faculty member proposed time and effort as 25% was given by Vires. OMB Circulars provide several methods of reporting. Vires stated that ECU uses after-the-fact report and that it is a requirement to document that faculty's time and effort somehow. What policies and procedures are in place at the different universities to take care of time and effort reporting? Some universities use time sheets or time clocks. Procedures vary from institution to institution. Because this usually is a post-award responsibility, some Council members were not sure what their university does regarding time and effort reporting.

4. News and Events:

- a. Mason reminded the Council that she will be providing the following databases: Model Proposals Database by subscription (password) and Faculty Profiles database. A ListServe will also be established and available on the OSRHE website by Council member subscription.
- b. Mason also provided information that Senator Tom Coburn unlike the other senators does not provide earmark discretionary funds. Instead he is scheduling four workshops to provide information regarding community/economic development grant funding. Federal and state agency representatives will attend these workshops.
- c. Mason will be meeting with the Executive Council of the Chancellor on October 12, 2005, to provide information to enhance Grantsmanship in the state of Oklahoma. Council suggested she provide information regarding the proposed CGR grant initiative, need of additional resources, and influence VP encouragement.
- d. Mason reported that the Regents Geer-Up Program received funding and there would be six (6) regional coordinators instead of the previous four (4) coordinators.
- e. Mason reported that there will be a "Large Foundation" Workshop scheduled by the Regents in the Spring of 2006.
- f. Mason reported that there will also be a U.S. Department of Education Workshop scheduled by the Regents in the Spring of 2006. Mason will request that several education programs will be discussed at this meeting.

The Spring 2006 meeting will be held March 2, 2006, on the campus of East Central University. Additional details will be provided at a later date.

Meeting adjourned at 1:25 p.m.

Note: Frank Zittle (Cameron) provided a tour of his office suite.

Kate Felzien, Recording Secretary