COUNCIL ON GRANTSMANSHIP AND RESEARCH

MINUTES
March 1, 2007
2007 Spring Meeting

Attendees:  Kate Felzien (NSU), C.J. Vires (ECU), Betty Beall (UCO), Gerry Cherry (UCO), Hannah McCann (ECU), Norma Stettler (ECU), Susan Foster (NSU), Evon Finklea (LU), Beverly Endicott (UCO), Elizabeth Reaves (SEOSU), Greg Wilson (UCO), Mark Denton (NWOSU), Melanie Buchleiter (NSU), Julie Dearing (UCO), Vivian Whitney (ECU), and Linda Mason (OSRHE).

9:00 – 9:30 Networking and Coffee
9:30 – 12:00 Business Meeting
12:00 – 1:00 Lunch at Legends Buffet
1:00 – 3:00 Professional Development

The sixth semi-annual meeting was held in the Human Environmental Sciences Building, Virginia Lamb Living Room on the campus of University of Central Oklahoma, Edmond Oklahoma. The meeting was called to order at 10:00 a.m. by Kate Felzien (NSU), Chair.

I. Welcome and Opening Remarks:
Kate Felzien acknowledged CGR members from the University of Central Oklahoma for hosting the Spring 2007 meeting. Words of welcome were given by Dr. John Garic, Dean of the Dr. Joe C. Jackson College of Graduate Studies and Research at UCO.

a. Attendees self-introduced and stated their university position.

b. The CGR attendees sent kind regards to Anita Blankenship (SWU), past CGR president, who is recovering from surgery.

II. Minutes:
Minutes of the Fall meeting held on October 5, 2006 at Southwestern Oklahoma State University, in Weatherford were approved.

III. Old Business:

a. Communications: website, listserv, logo update
   Linda Mason stated that the CGR could get a listserv assigned through OneNet at no cost. The only limitation is on attachment size and text version. Content is limited to 30,000 bytes.

   CGR members could use the listserv to post information learned from conferences and other sources. Julie Dearing agreed to serve as CGR Listserv administrator. Linda will assist Julie in obtaining more information and training to get the listserv up and running.

   Kate Felzien and Betty Beall will work on the CGR logo over the summer and present it during the Fall meeting.
b. **Collaborative grant proposal update**

C. J. Vires will chair a CGR working group to develop a proposal to increase undergraduate research capacity. The working group will meet via teleconferences to establish a timeline, identify appropriate RFPs and draft proposal. The following members agreed to serve on the working group: Greg Wilson (UCO), Mark Denton (NWOSU), Melanie Buchleiter (NSU) Linda Mason (OSRHE) and Vivian Whitney (ECU).

### IV. New Business:

a. **Time and effort reporting discussion**

Langston: T & E reports are turned in each month to the Comptrollers Office. The P. I. or designated employee can not put purchase orders through unless T & E forms are completed.

NSU: T & E are documented in Excel spreadsheet format and submitted through email.

ECU: The T & E form is completed by the PI or designated employee and signed by the supervisor. The T & E process is aligned with university policy.

UCO: The T & E form includes project activity documentation of work completed and projected work assignments.

Linda suggested that CGR members look at examples of Time and Effort forms on OU and OSU websites as well as sites for smaller universities.

b. **Internal routing of external grant proposals discussion**

Linda provided examples of internal routing processes used by U W – River Falls, Old Dominion University Research Foundation, Children’s Memorial Research Center, ECU, Lehman College, Langston University, Canisius (Buffalo, NY), OSU and SWOSU.

C. J. discussed ECU’S proposal planning sheet (PPS).

OU requires each PI to complete mandatory training on-line prior to submitting proposal.

### V. New discussion issues: News and events

a. Research Day at UCO – April 6, 2007
b. Regents’ Grant Writing Institute – TBD
c. SRA – August 2-3, 2007 @ NSU - Tahlequah
d. NCURA Finance Research Administrators Conference – April 1-3 (Presentation by Linda Mason, Susan Foster, Kate Felzien, C. J. Vires and Vivian Whitney – “Pre-award/post-award research administrators working together.”)
e. NSF Grant Writing Conference – March 18-19 @ Cox Center – OKC
f. National Endowment for the Humanities – March 29-30
g. State Grant Administrators Conference – June, 2007 (TBD)
h. Remember to check “What’s happening” on Linda’s website
VI. **CGR Fall 2007 and Spring 2008 meeting locations and dates:**
   a. Fall – 2007 October (TBD) NSU – Tahlequah
   b. Spring – 2008 March (TBD) Langston University

VII. **Scholarly activity: “Faculty extra pay policies”- Linda Mason**
Linda facilitated a PowerPoint discussion regarding faculty extra pay policies. Information shared included a listing of supplemental pay policies in Oklahoma Higher Education 2006-07; examples of grant incentives for faculty of Oklahoma Regional Universities; a listing of grant funds of Oklahoma universities and colleges, and strategies to encourage faculty to write proposals for external funds. Linda shared that the position of federal program officers on the subject of extra pay via external funds is that university systems need to increase bottom line salaries of university personnel rather than to continue veiled systems of supplementing inadequate pay with external funds.

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Vivian Williamson Whitney, Ed. D. Recording Secretary