

OFFICE
of RESEARCH and
GRADUATE STUDIES
UtahStateUniversity
Research Council Minutes
October 27, 2011 - 3:00 p.m.
Graduate School Conference Room

RESEARCH COUNCIL MEMBERS PRESENT:

Mark McLellan, Chair
Provost Coward
John Allen
Cliff Skousen
for Doug Anderson

Jennifer Duncan
for Richard Clement
Jim Dorward
Bryce Fifield
Beth Foley
Nat Frazer

Jagath Kaluarachchi
for Scott Hinton & Mac McKee
Chris Terry
for Craig Jessop
Jim MacMahon
Robert Pack

VISITORS:

Jeff Broadbent
Shegay Cook
Jeri Hansen

Shelley Lindauer
Teresa Seeholzer
Brian Steed

Kim Taylor
Lorraine Walker

1. **Call to Order, Welcome & Introductions** –Mark McLellan

2. **Approval of the Agenda**

- One agenda item was added: “Overview of Improvements to SP-01 Form “
- **ACTION:** The agenda was unanimously approved.

3. **ACTION: Approval of Minutes of September 22, 2011** - Minutes approved unanimously.

4. **Vice President for Research Report** – Mark McLellan

- **Update of Grantsmanship Program** – Jerilyn Hansen
The Office of Research and Graduate Studies is offering faculty grantsmanship training on December 1, 2011. Grant Writers Limited (www.grantcentral.com) will conduct the training with featured presenter, Dr. Peg AtKisson. Of the 125 participant slots available, 94 were reserved the first day registration opened. It is anticipated that all slots will fill within the next few days. Each participant will receive takeaway training materials. Future sessions will include specialized training on April 17 for graduate students, followed by a second faculty session on June 18, 2012. Dean Nat Frazer asked if the second faculty session could be held in May to accommodate those who will be leaving to work on research projects this summer. Jeri relayed that USU’s Grant Writing Institute takes place in May, and because of personnel resources, overlap in the same month is not possible. Mark mentioned that these workshops with Grant Writers Limited will continue, and those who not able to attend the first sessions will have opportunities to attend in the future.
- **Overview of Improvements/Revisions to SP-01 Form** – Shegay Cook
The Sponsored Programs Office (SPO) has worked to improve and revise the SP-01 form to alleviate some of the administrative burdens, as well as capture some of the new agency related compliance requirements. This form is user friendly and much easier to use than previous versions. Shegay gave an overview of the changes and noted that each “on-line fillable section” now has an

access/pull down option if the user has questions about the information required. The revised form is located on the SPO website (<http://spo.usu.edu/files/uploads/SP-01.pdf>) and will be available on December 1, 2011. The goal is that this form will interface electronically with other forms and accommodate electronic signatures for improved work flow management. Mark also noted that if a "Letter of Intent" accompanies a proposal, a copy should be forwarded to Jeff Coleman, Sponsored Programs Director, to assure requirements are handled correctly and efficiently. Bryce Fifield suggested implementing an alternate form for those with visual impairments.

- College F&A Program Dollars – Mark McLellan
The dean's research support component of the F&A budget was increased to represent 5% of total F&A generated by all of the colleges. The amount available for distribution will fluctuate as total F&A revenues increase or decrease. Funds will continue to be allocated proportional to colleges' previous year F&A earnings. In previous years, a small portion (10%) of the total budget was allocated to support research efforts in The Huntsman School of Business, CHaSS and Caine College of the Arts. The research support component for these Schools/Colleges will be allocated based on the ratio of tenured and tenure track FTE faculty as reported for the most recent year on the Analysis, Assessment & Accreditation Office website.
- EPSCoR Update - Jeff Broadbent
The Track I Infrastructure Enhancement and Sustainability proposal, led by USU PI Todd Crowl, continues to move along quickly with collaboration from several experts across the state. Due date for submission is November 4, 2011. Response to submission will occur in late spring, 2012.
- Tuition Awards - Mark McLellan
Review continues on the best model for distribution of college tuition awards. With limited resources, once the funds are specified, deans will then determine how their available funds will be leveraged within their college.

5. **Old Business** - None

6. **Committee of the Whole Discussions**

- Merger/Mission of the Office of Research and Graduate Students
- Time and Effort Reporting & Leave Accrual Pool (still pending)
- PARC interface with Banner
- Graduate Program Review

7. **New Business** - None

8. **Wrap Up Discussion & Calendar Events** – Mark McLellan

- Jeff Broadbent reported that funding awards are **up 12%** in the first quarter of FY2012 as compared to FY2011.
 - November 17 - Research Council Cancelled (Mark's move to Utah)
 - Research Council not held in December
 - December 1 – USU Grant Writing Seminar for faculty
 - January 26, 2012 - Next Research Council

Minutes submitted by: Teresa Seeholzer, Research Council Secretary