University Research Council  
Appalachian State University  
January 18, 2011  
(Approved February 15, 2011)

**Present:**  Bill Bauldry, Ed Brewer, Scott Collier, David Dickinson, Pollyanne Frantz, Eva Gonzales, Lynn Gregory, Charna Howson, Edelma Huntley, Megan Johnson, John Krumrine, Denise Martz, Susan McCracken, Ray Miller, John Pine, Kellie Reed-Ashcraft, Amy Roberts, Lisa Runner, Karla Rusch, Amauri Serrano, Reeves Shulstad, Julie Taubman

**Excused:**  Les Bolt, Holly Hirst, Susan Staub

**Absent:**  Joseph Cazier, Kristan Cockerill, Joe Cullen, Alan Utter

Dr. Huntley called the meeting to order.  It was moved (Miller) and seconded (Bauldry) that the minutes of the November 16, 2010 meeting be approved.  Motion carried.

**Reports/Announcements from the Dean – Edelma Huntley**

- **Provost Search.**  The search firm of Storbeck/Pimentel & Associates will be on campus on Tuesday, January 25.  There will be an open campus forum at 1:00 p.m. in Calloway Peak/Macrae Peak of the Union.  Faculty Senate will meet with the search firm at 3:00 p.m.  The search firm will also meet with the Chancellor’s Cabinet and the Provost Council.  The position announcement appeared in The Chronicle in early January.  It is not feasible that a new Provost will be in place by July 1 – probably January 1.  Dr. Baumhover will remain as Interim Provost until the position is filled.
- **Budget.**  There were $11M in permanent cuts over the last 3 years.  Graduate enrollment on campus grew in the last two years, and enrollment growth money helped ease ASU’s reversion.  North Carolina will face a $3.7B shortfall.  For ASU, a $21.3M cut is the worst case scenario.  Academic Affairs is 80% of the University budget.  The Graduate School alone will be cut $380K.  Staff in the Graduate School are so task-specific that loss of any position would be detrimental to operations.  The Graduate School will try and preserve the GRAM program to recruit high-end students, the Chancellor’s Fellows, and the URC budget.  Cutting assistantships could result in a corresponding drop in enrollment.  There will be no definite answers until the budget is allocated, possibly as late as October.

**Reports/Announcements from Sponsored Programs – Charna Howson**

- As of December 31, 150 submissions totaled $30M, a 44% increase over last year and up 3% in number.  Awards totaled $12.2M, up 25%.
- Sponsored Programs will soon post to the web site a list of Sponsored Programs personnel assigned to work with departments, colleges, and units.  The web site will also list each area’s contact person in Special Funds Accounting.
• A template is available for simple project amendments, e.g., to expedite a subcontract on a funded project.

**Reports/Announcements from Proposal Development – Pollyanne Frantz**

• The Data Management Plan webinar was cancelled because the University closed due to weather. Below is the link to a data management plan subject guide created by Proposal Development Assistant Amy Love and Outreach Librarian Megan Johnson: [http://guides.library.appstate.edu/datamanagement](http://guides.library.appstate.edu/datamanagement). Use this reference as supporting documentation when submitting to NIH and NSF.
• There were 8 attendees at the New Faculty and Researcher workshop on Jan. 14.
• January 20: There are a few open spaces for the webinar on writing science grants with presenter Thomas Blackburn.
• February 28: The Triangle Census Research Data Center provides access to confidential Census data and other information through its secure facility in Durham. Bert Grider, TCRDC Administrator, helps faculty understand what is available and also assists with the research project approval process. He will return to campus to talk with faculty and graduate students about available datasets. There has been little interest from ASU in the past three years. This membership fee, $2500 annually, will probably be discontinued due to lack of interest.

**Reports/Announcements from Research Protections – Julie Taubman**

• January 31 workshop: “Navigating the IRB Process for Human Subject Research”
• IRB: Because of the high proportion of exempt studies and the increasing number of submissions, Research Protections is drafting a shorter “exempt” application.
• Human Research Protection Program submissions are at the same level half way through this fiscal year as compared to 2007. With increasing numbers of applications, the office recognizes that, without additional staffing, changes need to be made to accommodate these increases.
• IRB endorsed a new screening tool to be used for studies involving exercise to exclude those who may have an elevated risk
• The IRB uses a litmus test of “public dissemination” to help determine whether an activity involving human subjects is considered research that needs to be reviewed by the IRB. Some faculty members at the meeting suggested that there needs to be discussion of public dissemination of research. It becomes tricky for projects that begin as an educational activity then evolve into a thesis or dissertation which becomes public dissemination. Discussions should also include social media.
  1. Capstone projects, when disseminated to the public, are research in the purview of the IRB.
  2. Activities that are for instructional purposes and not for research do not require IRB review and the ethical responsibility for the activity lies with the investigator. For example, students may undergo classroom training that involves obtaining medical histories. Students obtaining medical histories via interview, although involving human subjects, are not research if the purpose of obtaining the medical history is to teach the student how to do it.
  3. Student Research Day is an example of public dissemination.
Dr. Gregory noted that she gets students to sign a form saying their research will not go beyond the classroom. ASU should consider a policy such as Harvard’s research data policy, to serve as a resource to guide faculty.

- IACUC is considering activity involving farm animals.
- The Radiation Safety Plan is now part of the ASU Resource Manual.
- The Institutional Biosafety Council is working on a policy to recommend to the Chancellor for the resource manual.

Export Controls.
1. On the Travel Authorization, persons who click “international” are prompted to click on a link for compliance instructions.
2. Anyone taking ASU equipment abroad needs to contact Research Protections to ensure that the equipment is not export controlled. Specific locations may be controlled by export control regulations. Mr. Krumrine asked whether placing foreign national student interns in a company would require export control review. Ms. Taubman explained that this type of intern placement could have export control issues. If export control issues are identified, one option is to place a technology/data control plan in place to ensure that no technology/data is transferred to the foreign national.

- For the complete report from Research Protections, visit: http://www.orsp.appstate.edu/sites/default/files/documents/funding/urc_jan11_rp.pdf

New Business
1. Dr. Gregory is chairing a committee to draft rubrics for review of URC grant applications. The review process will become more competitive with state budget restrictions. The committee welcomes assistance and will work toward completion of the rubrics for Fall 2011. Suggestions or links to models can be sent to gregoryld@appstate.edu.
2. Dr. Huntley needs assistance in providing better feedback to URC applicants. The chair of the review panel is requested to write a summary of the review panel’s feedback. Feedback language can come from the review rubric. Dr. Gonzales suggested that each panel could agree on feedback to provide the applicant during the review of the applicant’s project.
3. Graduate Assistantships. As the University faces state budget cuts, it was suggested that companies be contacted to develop partnerships to fund research assistants. Two funding examples include the Town of Boone and Appalachian Regional HealthCare. These relationships benefit the funding agency. Mr. Krumrine noted he will pursue contacts for possible partnerships with Appalachian.

Motion to adjourn (Krumrine).