UNIVERSITY RESEARCH COUNCIL
MINUTES
March 18, 2014
(Approved April 15, 2014)


Excused: Tracy Goodson-Espy, Kim Hall, John Pine, Jeff Ramsdell, Gwen Robbins-Schug, Susan Staub

Absent: Randy Gonzalez, Christine Leist, Susan McCracken, Lisa Suggs

Guests: Cathy Bates, Associate Vice Chancellor and Chief Information Officer, Kate Hoffman, Administrative Support Specialist, Research Administration, and Amy Love, Assistant Director, Grants Resources & Services

The meeting was called to order at 4 P.M. by Dr. Alan Utter, who welcomed Kate Hoffman, the new Administrative Support Specialist for Research Administration.

New Business

Information Technology Needs for PIs Cathy Bates, Associate Vice Chancellor & Chief Information Officer, requests feedback regarding supporting research via computing.

Identifiable needs are secure (encryption, defined levels of access & types of security) on-site and off-site access to server space (networked & non-networked), data management plans, for databases and the data itself to include labor assistance with the establishment and maintenance of the platform infrastructure, compliance with government regulatory changes, and support in navigating the system throughout the entire grant process from inception to archival of projects.

Possible solutions are platforms of pre-configured, partitioned, virtual servers and collaboration spaces to include storage & databases that comply with security & data management plan requirements. Hire a non-student temporary individual and some graduate assistants. Establish an online help hub as a resource and assist to match the skills of individuals to PIs who require expertise. Workshops are needed to assist in nomenclature, using the infrastructure, databases, and data management.

Members may contact Alan for additional feedback or contact Cathy directly.

F&A Return Policy: Alan Utter, Charna Howson, Amy Roberts

Existing policy is being revised to fit the Policy Manual format. The intent is for the policy to be consistent and transparent. Alan is requesting feedback through URC members on the policy draft prior to presenting it to the Deans and Provost for implementation. The draft policy has already been vetted by the Council of Chairs.
A F&A distribution table is included in the policy. Alan states that ASU’s rate of 32% is the lowest of the UNC Schools, but ASU’s actual return is only 12%. URC members remark that the terminology be consistent and clearly defined throughout the document. Also, the members note the policy needs to explain the distribution of all F & A funds, including Research’s portion.

There is potential for collaboration between non-recognized UNC centers. Is there consideration for a 10% return to be included in the policy for non-UNC centers to foster the collaboration? Alan suggests that this may need to be explored as to not exclude any potential participation. Actual return percentages to PIs vary. At a minimum 5% is returned to the PI.

Alan may be contacted for additional feedback.

**URC Guidelines & Application revisions**

The revisions are to make the process of applying easier for future applicants. The changes include streamlining all documents into one application form, elimination of the cover page, ASU email and password log-in, and transferring awards to departments. The form will automatically generate an email to the Chair to approve the application. The form is text instead of .pdf for Apple users. The resubmission statement is a field within the form, not an attachment. Eligibility requirements are clarified. It clearly explains criteria of allowable expenses and travel. If an application is started, but not is submitted by the deadline it stays in draft form.

The link to the new application draft to review and provide feedback is [http://orsp.appstate.edu/apply-urc](http://orsp.appstate.edu/apply-urc)

**Brief Announcements**

Grants Resources & Services: Appalachian Women Scientists (AWS) workshop on April 25th. New RFPs will be released soon.

Sponsored Programs: Grant.gov workshop on March 24th, and budget workshop on April 10th. Half of all allocation of credit query reporting forms returned. Functionality is projected for April reports. The online Conflict of Interest submission process is expected to be live on July 1st.

Research Protections: Julie Taubman is a member of the newly established Security Advisory Council. The council is tasked to develop an information security plan.

Research Administration: Alan has met with Chris Brown, UNC GA Vice President for Research and Graduate Education. External funding is down by 0.6% of total funding ($1.23 billion). ASU is 4th out of 7th of comparable UNC research institutions. ASU is at 10 million. Many faculty are interested in research, but are struggling due to no release time. These faculty need to contact Alan directly.

Chairs want an ASU statistician. Is one needed? Alan wants to hear from all faculty.

5:12 p.m. Adjournment