COMMISSION ON RESEARCH
March 12, 2008
325 Burruss Hall
3:30 – 5:00 p.m.

Members Present: L. Coble, D. Cook, T. Fox, R. Grange, R. Hall, W. Huckle, K. Miller, K. Roberto, R. Veilleux, P. Young,


Invited Guests: S. Muse, L. Bucy

Others: D. Nester

1. Approval of Agenda: The agenda was approved as submitted.

2. Approval of the minutes for CoR meetings February 13, 2008: A motion was made and seconded to approve the minutes as amended.

3. Review of the revised ICTAS Charter: R. Grange opened the floor for discussion of the revised ICTAS charter. He reported that the revised charter covered all the revisions in the letter to R. Mahajan, with just a few minor revisions required. K. Roberto asked for ISCE be named in the charter on page 4 with the other institutes.

A motion was made to approve the revised charter and seconded. The charter was approved.

4. Review of the revised ISCE Charter: R. Grange opened the floor for discussion of the revised ISCE charter. He reported that the revised charter covered all the revisions in the letter to K. Roberto, with only minor revisions required.

A motion was made to approve the revised charter and seconded. The charter was approved.

5. Amendment of Policy 3020: R. Grange thanked everyone for their comments and suggestions on the letter that was drafted and sent to Provost M. McNamee and Associate Provost D. Hanna.

a. Response from Provost re: proposed amendment to Policy 3020: R. Grange received a signed acceptance from the Provost for the proposed amendment. The actual amendment is taken care of by Associate Provost D. Hanna. The CoR’s role is complete.

b. Need a statement for appendix in University Institute Charters (re: exception to 3020 Policy, Section 4 approved by Provost). Suggestion: “The Provost has
approved the following exception to Policy 3020, *Centers Financial and Administrative Policy and Procedures*, Section 4, Definitions, for the Institute for Critical Technology and Applied Science (ICTAS): *the director of ICTAS, Dr. Roop Mahajan, will report to Dr. Richard Benson, Dean College of Engineering, who is both administrator and chair of the stakeholders committee.*” Signed… Provost Mark McNamee. (suggestions welcome). Similar statement for ISCE. R. Grange suggested that for the ICTAS and ISCE charters, there would be a statement in an appendix signed by the Provost indicating that there had been an approval of a change in the policy i.e., that a director of an institute can report to an administrator who is also a chair of the stakeholders committee. R. Grange drafted in the agenda a statement to that affect. He asked if the committee had any changes to the statement. The committee did not have any changes. R. Grange will forward this to the Provost and D. Hanna for their approval and then get the Provost’s signature on the statement for each respective institute. R. Grange asked for a motion to approve the draft statement for the approval of the Provost for exception to 3020.

A motion was made to accept the draft memo and seconded and approved.

6. **Ms. Linda Bucy, Assistant Vice President for Sponsored Programs Administration:** R. Grange welcomed Ms. Bucy. L. Bucy opened by saying that she appreciates the opportunity to be here. She started off by giving an update on what is going on in Sponsored Programs. She indicated the commission should be aware of some new issues, but would first give an overview of The Office of Sponsored Programs (OSP). OSP really tries to adhere to their mission to provide the best possible service that they can to our faculty and staff as they pursue external funding, and to monitor and administer those awards once received. She showed proposals increased from 2006 and 2007, and indicated the number of proposals would likely be even greater in 2008. L. Bucy said that OSP have 45 people including her on staff.

L. Bucy reported that they are modifying procedures to become more efficient, both for their and the faculty’s benefit. For example, the 60 day notification that a grant or contract is ending has been automated. In addition, a new system developed in-house will allow tracking of cost sharing budgets. OSP is putting the budgets into the system and downloading expenses from the banner warehouse. This change should enable production of electronic PANs.

Something else new is that OSP/University is working with Sunguard HE (which was SCT), the company who own Banner or administrative systems. OSP is working with them to improve all research modules. Virginia Tech will be a beta test site. This modification should provide for electronic approvals using a workflow application. The modules are scheduled to come out in October of 2008. Virginia Tech will probably not put them into effect until Spring 2009 to accommodate the various administrative cycles such as student and financial cycles when doing upgrades to Banner. Also coming out with this modification, is on-line labor redistributions that your department fiscal people work with. Part of this research enhancement is a PI portal so that researchers can go out and find reports. L. Bucy said they are still getting suggestions on what should be on the portal. If you have suggestions on
things you would like to see on the portal that will be helpful to you, please let her know.

L. Bucy said they are going to have a customer service advisory board to identify and resolve issues, and hopefully, to help explain the OSP process. L. Bucy suggested that a baseline survey be conducted.

L. Bucy mentioned their training modules. OSP has a research certificate program mainly geared toward fiscal staff and business managers. OSP is looking to convert these to an on-line format so that they can design more specialized training programs.

Two hot topics with more information coming for the faculty are:

1. NIH Pub Med Requirement. If you have any NIH funding, any of your reviewed articles that have been published on or after April 7 that result from this funding, must be deposited into the Pub Med Repository. L. Bucy described what this means and that additional information would be forthcoming. L. Coble mentioned that this is different from Pub Med Central. The library is looking to see if there is something that they can do to help with this. W. Huckle mentioned that this affects the publishers more than the faculty. L. Bucy mentioned that you have to watch the copyright language. OSP is not clear yet on how NIH is going to handle the copyright issue.

2. NSF Competes Law. This came out of a NSF appropriation bill and right now NSF is reviewing the implications. This is not something NSF asked for, but something that the government gave them. It states, if you have NSF funded projects, you are required to provide training to all involved undergraduates, graduates, and post doctoral students on the responsible conduct of research. Also, there is a mentoring component, but it is anticipated this will not be a problem, as faculty are doing this anyway. The impact of this law was mentioned at the COGR meeting. Dr. Tom Inzana, Research Integrity Officer, is aware of this issue and sees it as the Ethics of Responsible Research Conduct. This was discussed by the commission.

L. Bucy mentioned that they have a budget template. They are working to put in a gold sleeve feature, so if an item is changed in one place, it will be updated throughout the budget. This is a tool not a requirement.

T. Fox complimented the Office of Sponsored Programs for their service.

7. Other Business: R. Grange asked for new business. He has two items to mention. There is one more meeting of this year in April. Hopefully at that meeting we can vote for the chair of the next year. In that regard, he requests that you send nominations either for yourself or others. R. Grange asked the commission to email him their suggestions so that he can bring the nominations forward at the next meeting.

The second thing to think about is come up with two or three topics to consider for next year. He has a few that he will share with you.
R. Grange asked for any other business. R. Hall will talk about the Carilion Medical School at the next meeting. K. Roberto asked if we will be seeing the IBPHS charter this year. R. Hall said that it is probably fair to ask them for something early next year instead of in April.

8. **Adjournment:** Meeting was adjourned at 4:26pm.