Faculty Research Committee
Minutes April 8, 2008

Present: Ann Breitenwischer, Maureen Heaphy, George Nagel, Dave Nicol, Matt Wagenheim, Lisa Wall, and Matt Yang.

Not Present: Yaron Felus, Renee Mika, Bakhodirzhon Siddikov

Ann Breitenwischer called the meeting to order at 11:00 AM and distributed an agenda. The flow for proposal funding recommendations is the FRC chair sends the information to the VPAA, and at his/her direction, notifies the principle investigator(s). Notification has been sent by the FRC Chair to the two applicants receiving grants this year. Ann Breitenwischer had suggested two other applicants submit their request for a Faculty Development grant and both decided to follow that advice.

A discussion to improve the process followed.

1. The FRC guidelines require applicants to concurrently apply to the Human Subjects Committee (HSC) if the research involves human subjects (page 3 in bold). To assure this is being done, the application to HSC could be required as part of the research application.

Current wording**: If the proposed research involves human subjects, it must be submitted concurrently to the Institutional Review Board (Human Subjects Committee). Include with your proposal evidence that you have submitted your proposal to the Institutional Review Board.**

2. To clarify proposal guidelines, a check sheet should be developed and used as the first page of the application. M. Heaphy will draft a check sheet and send it to the committee for review. The list could be combined with current cover page which requires signatures.

3. The phrase "analytic techniques" should be used in place of "statistical techniques" to be more inclusive of qualitative methods. Order of sentences should be changed for clarity.

Current wording**:** Specify any statistical techniques that will be used. Describe the procedures in the sequence in which it is planned to carry them out. Indicate a tentative schedule of the main steps of the investigation within the project period.

Proposed wording: Describe your proposed research procedures, their sequence, and the associated scheduling. Specify any analytical techniques that will be used.

4. The FRC Best Practices Recommendations regarding purchase of computer equipment needs to be updated to address technology, not just computers. M. Heaphy will draft an update and share it with the committee.

5. The Office of Scholarship and Sponsored Programs (OSSP) was introduced by Ann. From their web site http://www.ferris.edu/htmls/administration/academicaffairs/vpoffice/grants/ part of the mission is "coordinate with the Academic Senate Committee on Faculty Research, University Advancement and Marketing, the Ferris Foundation, Office of Investments and Grants and the University Sabbatical Leave Committee." Our web site http://www.ferris.edu/htmls/administration/academicaffairs/vpoffice/senate/facresearchcomm/homepage.htm could have a link to OSSP to guide applicants to the correct committee for their grant application. FLITE resources pertaining to grant writing assistance should be on the OSSP site. Ann Breitenwischer will talk to the appropriate people in OSSP to have this information provided on their site.

6. To further guide applicants to the correct committee for their grant application Matt Wagenheim will draft an aide, perhaps as simple as grant committee names and description of what the committee does and does not sponsor. This will be shown on our web page and will have links to OSSP. This aide could start by asking "Should the request be covered with department funds?" The draft aide will be shared with committee members electronically as there are no other FRC meetings until the fall.

7. There was a discussion on replacing our face-to-face meetings with online interaction but the idea was not well received by most of the committee.

8. MyFSU groups will be used to post applications as received so committee members may begin their review. Some people expressed an interest in paper copies of the application. It was decided applicants should submit their proposals electronically as well as a paper copy.

9. As soon as an application is received, the committee chair should review the application to determine if it best belongs with another grant committee. If in doubt, the chair may ask for input from FRC committee members but this should be done as soon as possible. If it is determined that the application is better suited elsewhere, the chair will immediately notify the applicant. The chair should NOT wait until a committee meeting.

10. Starting in the fall all Senate Committees will be required to have written goals, objectives, attendance record, and end of year report. Ann Breitenwischer plans on submitting an end of year report this year.

11. Some committee members had to leave but a short discussion was held in their absence. For submissions already in paper copy, the FRC Chair, as a courtesy, should notify the investigator(s) that the committee is proceeding to make reports available electronically. FLITE has the institutional repository software where faculty work may be deposited for collaboration and communication purposes. We have much to gain by taking advantage of the available technologies like this. The FIR (Ferris Institutional Repository) should become the one place where this type of faculty work is archived. It's possible that FCTL is different in that only an abstract/conference summary is visible.
12. From now on (2008-09), the Guidelines should reflect the idea that awardees will be required to submit their final reports electronically and paper (if the Senate Secretary still needs to keep this type of file).

Ann Breitenwischer was thanked for chairing the committee. The committee chair also expressed appreciation to the committee for their work this year. The next FRC committee will be in the fall but communication via e-mail will occur over the summer in order to bring ideas where we have agreement to fruition. The meeting adjourned shortly after Noon.

Respectfully submitted,

Maureen S. Heaphy