

**MTU Research Advisory Council  
November 5, 2001 - 10:30 am  
Room 305 Admin  
Minutes**

***Members:***

Dave Reed, Vice President for Research  
Anita Quinn, Research Services  
Julie Seppala, Research Accounting  
Don Beck, Sciences & Arts  
Pat Martin, Sciences & Arts  
Soner Onder, Sciences & Arts  
Terry McNinch, College of Engineering  
Peg Gale, Forestry & Wood Products

***Other:***

Marilyn Urion, Graduate School  
Joanne Polzien, Research Office

**1. Approval of May 15 Minutes**

The May 15, 2001 minutes were approved as submitted

**2. NSF - PFI**

Anita gave an overview of the NSF - Partnership for Innovation grant. Highlights include: 1 time data entry vs. being entered 5 different times; testing will begin in January; Forestry will come on line in February; fine-tuning will take place over the summer; presented to the campus next fall. She discussed the goal of electronic submission vs. paper and reviewed the automatic notifications generated as presented in the additional process considerations slide. The committee questioned whether a back-up person will be identified to make sure the unit receives the notice if the primary person is not available. Anita said the unit needs to assign an additional person as the recipient of notices, if necessary. As issues arise during this process, they will be brought to the RAC.

**3. Research Administrative Groups**

Research Services and Research Accounting participated in a retreat to review the processes involved in the total proposal submission/award process/financial management dealt with by the two departments. The results were reduced to categories as outlined in the handout. The results produced by these groups will be disseminated via the web, newsletter, and practices book. One of the groups developed an NSF agency matrix. Julie will bring that matrix to the next RAC meeting. Dave developed a list of who is responsible for what - that will be handed out at the next meeting. Information from these groups will also be used to develop training sessions. In the fall we had a new faculty session, in the spring we'll have a session for chairs and one for award process.

There was a question regarding release time - what it is and how to use it. This information needs to be disseminated. We've started by requesting effort reporting on the new transmittal form.

#### 4. **Research Faculty Appointments**

Dave reported the change in research faculty definitions as approved by the Senate (attached). We had between 24-30 faculty last year with this designation. A research scientist may convert to research faculty designation. If any question arise regarding research faculty - this group is one forum that questions can be directed to.

#### 5. **Information**

*Faculty Scholarship Grant Program and C<sup>2</sup>E<sup>2</sup> Grant:* the calls for proposals went out. There were 7 responses for C<sup>2</sup>E<sup>2</sup>. The deadline for FSG is December 14.

*REF Program* - Dave said REF was still in the budget - a decision needs to be made regarding amounts for each category. Information will be sent to RAC members.

*Grad students* - Marilyn will monitor proposals that are submitted by grad students if they come through her. Some go directly to the student. Students don't recognize when the proposal should go through the University. There was a question on employment income issues. If they receive support from two agencies, students are required to disclose this.

COS - modify the transmittal form to ask if the PI learned of this program through COS. Also check usage by college and department.

The meeting adjourned at 11:30 am.