Minutes
Meeting of Council on Sponsored Activities
June 1, 2009
Parkhurst 204

Call to Order: The meeting was called to order by Chair Martin Wybourne at 12:10 p.m. A quorum was present.

Members Present: Leslie Henderson, Robert Donin, Robert Hansen, Robertson McClung, Tillman Gerngross, Jill Mortali, Antonio Gomez, Jeffrey Taube, Adam Keller, and Martin Wybourne.

Members Absent: Lee Lynd

Guests: Elizabeth Bankert

Approval of the February 2, 2009 Meeting Minutes

Approval of the April 20, 2009 Meeting Minutes

Updates:

OSP Workflow - Jill Mortali
OSP continues to work on streamlining account set up and will pilot initiatives to reduce delays. Examples of delays are missing conflict of interest forms and invention agreements. In addition, OSP will be establishing accounts for non competing years automatically and reducing paperwork and signatures required from faculty. Financial reporting is among the next projects. The incidence of late reports is too high and we need to make improvements to the process a priority. We hope to have a significant amount of work done by the Fall.

CREARE Sub-Award - Martin Wybourne reported that OSP has contacted CREARE to inform them that the disclosure restrictions are unacceptable to Dartmouth. OSP understands that a request to remove the restrictions is under consideration by the Navy.

Conflict of Interest Committee (COIC) – Liz Bankert
The COIC continue to meet in order to review researcher Annual Disclosures, develop Financial Management Plans and pursue improvement of COI forms and workflow. There was discussion related to the role of the COIC and the potential for non-research issues to be part of the discussion. Non-research related issues may appropriately be forwarded to department chairs to
review relative to college policy. Discussion also involved the trust of the researchers to truthfully divulge information. If questions arise, the COIC will pursue to ensure the information is accurate. The work for the COIC is increasing and therefore the COIC will meet twice per month.

**NSF requirements for mentoring postdocs, graduate students and undergraduate students** – Jill Mortali

As of April '09 NSF requires a 'mentoring plan' to be part of the proposal submission. This NSF requirement was distributed at the meeting. To assist with complying, OSP will provide information on their website describing resources for PI's. OSP and Liz Bankert are working on resources to provide guidance on sponsor requirements. NSF requires a mentoring plan for post docs listed on NSF grant applications. A web site is under development.

**Responsible Conduct in Research** – Jill Mortali and Liz Bankert

NSF has proposed requirements for institutions to implement RCR education for undergraduates, graduate students, and post docs effective Oct. '09. The proposed requirement was distribute at the meeting. A proposal to satisfy these requirements was distributed and discussed by the CSA members. CSA members recommend an on-line module be developed for undergraduates. Graduate students will continue to have the Ethics Training available via the Graduate Student Office. A program for post docs and faculty members will be developed using options including on-line modules and sessions based on the Ethics Training program. Discussion surrounded the need to develop RCR to ensure our researchers are aware of issues and to understand the importance Administration places on maintaining the highest integrity in research.

**Adjournment** – The meeting adjourned at 12:10 p.m.