Minutes
Meeting of Council on Sponsored Activities
March 9, 2010
Location: 11 Rope Ferry Road, OSP Conference Room
Noon – 1:30 pm

Call to Order: The meeting was called to order by Chair Martin Wybourne at 12:05 p.m. A quorum was present.

Members Present: Martin Wybourne, Todd Heatherton, Leslie Henderson, Elsa Garmire, Paul Guyre, David Kotz, Robert Hansen, Robert Donin, Jon Kull

Members Absent: Tillman Gerngross

Guests: Tom Drinane, Pradeep Frederick, Todd Langille, Susan Zaslaw

Approval of the November 20, 2009 Meeting Minutes

Approval of the January 20, 2010 Meeting Minutes, Minutes approved with one amendment to correct the spelling of Jon Kull’s name.

Update on Research Administration – Martin Wybourne
Wybourne briefly reviewed the status of the research administrative restructuring project. The project has been closely tied to another project focusing on financial organization. He mentioned the different models for grant management in each school and that more efficiency would come from more uniform operating procedures. He also mentioned that the selection and implementation of new grant management IT systems will be part of the project.

Discretionary Funds Accounts Associated with Research Policy – Robert Donin
The committee reviewed the draft discretionary funds policy – attached. Questions included the inclusiveness of the examples and whether they could be reorganized. It was suggested that a contact office for questions be added to the policy. There was discussion about similar non-research policies and that dual policies might lead to confusion.

Motion to approve the draft passed. No one was against.

Martin Wybourne will circulate the policy to the academic deans for comment.

COI Demonstration – Tom Drinane, Pradeep Frederick, Todd Langille
Tom noted that the new COI reporting system is an attempt to move away from annual disclosure. Screen shots were handed out to follow along with the demonstration. There was some confusion about terms; many thought they should be clarified and more consistent. There were many comments and suggestions to make the forms more easy to use and to have less repetitive input of information. Revisions to the flow will be incorporated to reduce the multiple input of information. Other questions discussed the process for notifying PIs when updates are due.
Martin Wybourne and Elizabeth Bankert will work with Tom, Pradeep and Todd on changes and roll out the revised version to a dozen or so faculty for feedback. Martin Wybourne said he would like to see the new system in place by July 1, 2010.

**Adjournment** – The meeting adjourned at 1:25 p.m.