



Dartmouth College

Council on Sponsored Activities
11 Rope Ferry Road, #6210
Hanover, NH 03755-1404

TELEPHONE (603) 646-3007

FAX (603) 646-3670

Minutes
Meeting of Council on Sponsored Activities
March 7, 2007
DCAL Room 102

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

Members Present - Joyce DeLeo, Robert Donin, Robert Hansen, William Hickey, Jeffrey Taube, Peter Winkler (late), Nancy Wray, and Martin Wybourne.

Members Absent -Tillman Gerngross, Adam Keller, Lee Lynd and C. Robert McClung.

Guests - Liz Bankert.

Approval of the January 10, 2007 Meeting Minutes -The minutes were approved by unanimous consent.

OSP Review – Wybourne announced that the OSP has recently finished a self assessment, and that now there will be an external review of the OSP. Members of this Review Committee include: Michelle Christy, Director of Research and Project Administration, Princeton University; Ken Forstmeier, Director, Office of Research Information Systems, Penn State University, Regina White, Associate Vice President Research Administration, Brown University; and from Dartmouth College, Todd Heatherton, PBS, and Leslie Henderson, Physiology.

Wybourne added that OSP Director, Nancy Wray's December 2008 retirement, after 27 years of service, is unrelated to the review of the Office.

Research Education Event – Bankert mentioned that she is working with Emily Clough from Neurology Outreach who has begun organizing a Fair to inform people about research going on at DHMC. A planning committee has been set up which will send out a memo to Department Chairs. Public Affairs will also be involved and eventually a website will be set up. This event will also be useful for the accreditation that the IRB is seeking.

Institutional Strategies for Digital Information – Wybourne distributed a handout and explained that there was a compelling need for Dartmouth to develop an institutional strategy for the transition to a digital-based environment for academic and administrative records. Both Duke University and Dartmouth College have received Sea Grants to look at this problem. A Provost level committee and sub-committees have been formed including several Universities (Brown, Yale, University of Michigan, MIT, Duke and

Dartmouth), to deal with different issues involved in this effort. A Dartmouth Steering Committee will also be formed and will report to the Provost. They will develop a strategic plan to be completed in December 2007 with a goal of implementation beginning in July 2008.

Grants.gov Update – Wray reported that Dartmouth was more fortunate than other institutions, as the R01 deadline went smoothly. The March 5th deadline was not quite as smooth as there were twice as many submissions. She added that they would adhere to the ten day turn around time. This gives the office a longer review time, which is necessary due to applications that may need to be resubmitted for various reasons. The OSP appreciates the cooperation of the PIs. Starting April 1st there will be a new application process in Adobe.

This new process of moving towards having no paper copies of proposals has been labor intensive for the OSP, due to training of personnel on using the new system. NIH is presently only accepting applications through Grants.gov, and NSP is increasingly using the system as well.

Wray answered a number of questions regarding application submissions.

COI (Research and Human Subjects) – Bankert reported that she is still working on updating Dartmouth's Conflict of Interest (COI) policy and is auditing various institutions to see what is missing in Dartmouth's policy. There are also issues that need to be clarified. She provided a handout of the current policy and changes being considered. The COI Subcommittee (renamed COIC) will be making a decision about the revised version. Bankert answered several questions regarding which COI needs to go through OSP.

Donin suggested that there be a second policy document other than the general one. This document would deal specifically with research, both Human and non-human, and would be referenced in the general policy. Once these policies are written, they would have to go through the Executive Committee for approval.

Wray added that researchers should be informed that a conflict of interest is not necessarily bad, but that it just requires management.

DeLeo expressed her concern that the Hitchcock Foundation does not necessarily have to go through OSP for COI disclosure. All funded researchers go through OSP as required, and if the researcher is conducting Human Subject research the project is reviewed using the College process. Hickey added that there would be a liability if there were ethical breaches and IRB infractions, Bob Donin commented that there should be a clear definition of what needs to go through OSP.

There was consensus that the COI policy should be patched now, but reconfigured at a later date.

Authorship - Bankert distributed a copy of Dartmouth's Authorship Guidelines. She explained that she was in the process of revising this document and that she sought comments from the CSA.

Lynd had submitted written comments regarding criteria for authorship, suggesting that criteria be cumulative, since there are people who might have made substantial contributions, but who may not be able to review the content of the whole work.

Several people commented on the third criteria for authorship, that being that an author should be able to defend the whole work, rather than just their specific contribution. It was mentioned that in some research there may be people involved in only one particular experiment of a study, but that they may not know the big picture. It was suggested that it might be prudent to distinguish between authorship and contributors.

Wybourne mentioned that authorship is discipline specific, but that this would serve as a general guideline. Donin added that the Authorship document should note the discipline differences. Wybourne suggested that the document be further reviewed.

Compliance Committee Update – Tabled until June 6, 2007 meeting.

Export Control Education Update – Tabled until June 6, 2007 meeting.

Adjournment – The meeting adjourned at 1:55 p.m.