

Minutes

Research Council Meeting May 7, 2019

**2:00 pm – 3:00 pm
Dental Dean's Conference Room, AG012**

Present: Drs. R. Kelly (chair), S. Brocke, M. Hansen, IP. Chen, R. Lalla, F. Nichols, and E. Reichenberger

Excused: L. Kuhn, C. Lottinger, and T. Schmidt

Meeting was called to order at 2:06 pm.

Approve Minutes

The minutes of the Research Council meeting on April 9, 2019 were approved as submitted.

Pre-and Post-Award Services

Dr. Lalla presented his plan for pre-award and post-award services available to everyone in the SDM. Pre-award comprises all preparations before grant submission, including the budget, submission paperwork and signatures for grant routing. Post-award includes support for spending and other grant management after the award. In 2010, the Research Office was set up with the idea of centralizing pre-award for SDM.

When pre-award was centralized, it was for the entire SDM including Dr. David Rowe's area. This has gone well and a request was made for centralizing post-award services. This would also be helpful with travel related to the grant and balancing the books. Currently for the SDM, post-award grant management is handled at the department level.

In the medical school, there are 3 ½ administrators in each department to handle the pre-and post-award grant management.

The benefit of a centralized model is that all administrators will be cross-trained. If one person is out, someone else can pick it up.

Laura Didden has been very helpful in pre-award grant management and will oversee the post-award grant management.

2 additional staff will be moved from divisions/departments to the centralized location. Dr. Chen expressed some concern that staff that were the sole administrator to support a division may be moved and thus the division operation may be jeopardized. Dr. Lalla ensured that this would not happen.

The Research Council should provide an outline of what we think will work with the dental school and then discuss their ideas with the Research Office and faculty.

In FY18, 59 grants were submitted. We are already pacing above that for FY19, having submitted over 60 grants. Occasionally there are times when PIs come to the Research Office with only a couple days in advance of the grant submission deadline. We try to accommodate as much as possible, but in the future, we would like to put together some guidelines so that timeframes are honored.

There would be one database manager to maintain and organize databases for teaching, patient care and education.

Right now, there is not a good way to see all these data. Data are available in different formats and places, but there is not currently a centralized database. It will be important to ensure that the best database/program platform will be used going forward to avoid compatibility and technical support issues in the future. The SDM currently relies a lot on Filemaker. The timeframe for the implementation for all divisions in the SDM is July 1, 2019. The Research Office has agreed to assist Biomedical Engineering as of May 1, 2019 due to a staffing issue.

Grant editing and peer review for grants prior to submission:

Not only junior faculty would benefit by having a professional reader read their grants prior to submission.

There are two pieces to this. Faculty can have their grants reviewed by both a scientific writer and an internal review by peers. Both can be valuable. In terms of a scientific writer, Dr. Lalla has had discussions with the medical school. Another idea is hiring an outside person on an as needed basis.

Some members felt that internal peer review should not be a requirement for submission of a grant. It should not be a policy, but it should be known that the service is available and encouraged. Dr. Kelly will reach out to Dr. Rowe and Dr. Kuhn, who are or used to be involved in internal peer reviewing and report for further discussion.

In the past, there were Dental Deans seminars held once a month and it was a good way to disseminate information and in the future could also serve as a springboard for getting people more involved. Research seminars have had reasonable attendance with good discussions although the attendees are primarily research faculty rather than clinical.

The meeting adjourned at 3:00 pm.

Respectfully submitted,

Robert Kelly, DDS, PhD
Chair, Research Council

DRAFT