Dr. Reitzes called the meeting to order at 3:05 pm.

**Approval of Minutes**

The first order of business was review and approval of the minutes from the March 15, 2004 meeting. No member present at the meeting asked that changes be made to the minutes. Dr. Romski made a motion for approval of the minutes; the motion was seconded and minutes unanimously approved by those members present.

**Election of Committee Chair for FY05**

Dr. Baumstark conducted the election proceedings. A motion was made by Dr. Romski to nominate Dr. Reitzes as Committee Chair; it was seconded by Dr. Tai. Dr. Reitzes was unanimously elected to be Committee Chair for FY05.

**Election of Research Committee Representatives to the GSU Research Foundation Board**

Dr. Tai explained that all funds supporting sponsored research at the University go through the GSU Research Foundation (GSURF). He stated that about 78% of GSURF funds are distributed to the University and 21% is retained by GSURF. Dr. Baumstark made a motion to nominate Dr. Tai to be a representative on the GSURF Board, Dr. Romski made a motion to nominate Dr. Lederberg, and Dr. Straub made a motion to nominate Dr. Nelson. The motions were seconded. A vote was taken and Dr. Tai, Dr. Lederberg and Dr. Nelson were elected to be representatives on the GSURF Board for the next year.

Dr. Reitzes asked Ms. Byrum to give a presentation of the financial condition of GSURF at a future Committee meeting.

**Meeting Calendar**

Dr. Reitzes handed out the proposed meeting schedule for Committee meetings for FY05. The meeting schedule, which was approved by the Committee, will be as follows:

- September 20--Regular Meeting /3:00-5:00 PM  in 718-G
- October 18—Regular Meeting /3:00-5:00 PM  in 718-G
- November 15--Regular Meeting /3:00-5:00 PM  in 718-G
- December 13--Regular Meeting /3:00-5:00 PM  in 718-G
- January 24—(4th Monday of the Month) Regular Meeting /3:00-5:00 PM  in 718-G
- February 21--Regular Meeting /3:00-5:00 PM  in 718-G
Subcommittee Assignments for FY05

Dr. Reitzes asked attendees to consider signing up to serve on one or more subcommittees for the coming year. He then asked the chair for each to give a description of their subcommittee’s activities.

Research Center Review
Dr. Reitzes stated his subcommittee works jointly with the academic program review committee (APACE). The primary activity of his subcommittee is evaluation of various research centers that are connected with departments which are undergoing academic program review. Joan Carson has indicated only one research center is expected to be reviewed during the next year, so only a small number of volunteers (two people) is needed for this subcommittee.

Internal Grants
Dr. Romski is chair of this subcommittee which operates in an advisory role to the VP for Research. It monitors the Internal Grants program to assure that it is operated in a transparent fashion and assist in developing policies for the program. Last year the subcommittee was asked to assist in combining some of the Internal Grants programs.

Research Infrastructure
Dr. Manson and Ms. Byrum are co-chairs of this subcommittee. Dr. Reitzes stated the charge of this subcommittee is to assist in developing and/or refining structures and processes related to University research.

University Computing
Dr. Manson is chair of this subcommittee, in his absence Dr. Reitzes stated this operates in conjunction with IS&T. Last year, it assisted in developing a NSF grant proposal for major research computing infrastructure.

IRB Advisory
Dr. Reitzes stated the IRB Advisory subcommittee will broaden its scope this year and be called the Research Infrastructure subcommittee. Dr. Tis is the chairperson. It was noted that with this expanded scope, its responsibilities will overlap with some of those for the Responsible Conduct of Research subcommittee.

So far this year, the subcommittee has been asked to review the Roles and Responsibilities document that was published by the Office of Research. There was discussion as to whether this document had already been reviewed by the Senate Executive Committee, it was determined that it has not yet been reviewed, Dr. Alberto asked that it be formally reviewed by the Senate Research Committee and then passed to the Executive Committee for review.

Strategic Planning
Dr. Derby is chair of this subcommittee which represents the goals of the Committee in the overall development of the strategic plan for the University. Dr. Reitzes added that he would like this subcommittee to lead the review of the various consultant reports generated for the Office of Research last
year, which is to be the main agenda item for the September meeting. Dr. Morris added the two most important reports to be reviewed are the Office of Research Self Study and the External Reviewers Report. Dr. Reitzes asked that these reports be supplied to the Committee. Dr. Tai added that this subcommittee should also be involved in review of the University master plan this year.

**Responsible Conduct of Research**

This subcommittee will be phased out this year, so no volunteers are needed.

**Report from the Vice President for Research**

Dr. Morris highlighted the FY04 statistics for the University’s research efforts, GSU had over $110 million in grant submissions (a record), and received about $60 million in awards (also a record). These figures represent a 12% increase over the prior year. This generated about $8.5 million in indirect cost expenditures for the year.

He stated the Office of Research is somewhat challenged at this time, with several open staff positions which need to be filled. He handed out a copy of the organization chart for the Office of Research and noted how important he feels it is to stabilize the staffing levels. He noted that a new department has been created which reports to him, the Office of Research Integrity, headed by Dr. Robert Curry as the Associate Vice President.

A new search will be conducted this semester for another Associate Vice President to be responsible for Internal Grants and Research Infrastructure. He stated that Dr. Laura O’Farrell, the Attending University Veterinarian, has been added to his organization, but she is leaving to go to work at Georgia Tech at the end of August. She will continue to work on a part-time consulting basis until her replacement can be hired. The Attending Vet position will be split between the Office of Research and the college of Arts & Sciences.

Dr. Morris announced that Albertha Barrett had been promoted from Director to Assistant Vice President over the Office of Research and Awards Administration. He added that the Office of Sponsored Programs processes about 800 grant proposals each year, and the consultants report indicated two additional staff positions are needed in that office. He noted that the Office of Grants and Contract Services also was recommended to add one staff person.

Dr. Morris announced that Kevin Wozniak, the Technology Commercialization director, has resigned and that vacant position will soon be posted. Dr. Dixon asked if an interim replacement will be appointed to Kevin’s position until a permanent replacement can be hired. Dr. Morris replied that he is negotiating with Kevin to get him to come back part-time as a consultant until his replacement is hired. He noted the Georgia Research Alliance is very interested in the position being filled as quickly as possible.

Dr. Morris stated the budget for the Office of Research has been flat for several years, and Human Resources is doing a salary study to determine if it would be appropriate to increase the salaries of staff in order to stay competitive. This is a high priority for Dr. Morris over the coming year and he is concerned about what he will be able to accomplish given the situation with budget cuts.

Dr. Morris reported his department was given additional funds this year from the FACP committee, but most of this money will be spent improving infrastructure and adding the ability to electronically process grant proposal data. He would eventually like to be able to add a pre-proposal department to the Office of Research which would assist faculty in developing grant proposals and budgets.

He reported that the USDA is on site today making an unannounced inspection of our facilities and indicated that federal agencies are now routinely doing these types of site visits. He stated regulators have advised us
that security for some of our animal and lab facilities needs to be enhanced, so a review of this needs to be undertaken.

**Open Discussion**

Dr. Elliott noted the intellectual property document is up for review by the Senate, Dr. Reitzes stated the President needs to appoint a committee to review it, this will probably be an activity of the Research Infrastructure committee.

Dr. Lederberg asked about an e-mail she received about the Research news net. Dr. Morris responded that it was mistakenly sent out by IS&T because they changed the location of the server which supports the IRB Listserv, he will speak to IS&T about this problem.

Dr. Alberto asked about a request made by the college of Education to decrease the turnaround time required for IRB protocol review. It was noted that since Shannon Herbert resigned in April, there has been a slowdown in processing of protocols, particularly for qualitative research proposals. A suggestion was made to have a separate IRB for different colleges. Dr. Morris stated it would be difficult to support a second IRB due to resource constraints.

**Announcements**

The next Committee meeting will be held at 3:00pm on September 20 in 718-G.

The meeting was adjourned at 4:40pm.