Agenda:

1. **First 20 Minutes** – Discussion of selected NCURA peer-review site visit recommendations
   
a. Update on ongoing planning of workshop on Foundation Grant Proposals (c/o Dave McDonald)
   
b. Update on ongoing planning of NSF-oriented grant proposal workshop (c/o Dave McDonald)

2. **Second 20 Minutes** – Discussion of topics introduced by University Research Council attendees
   
a. Updated Strategic Plan for Sponsored Research and newly-added Preamble Statement of Intent
   (posted to URC BlackBoard site after last Council Meeting)

3. **Third 20 Minutes** – ORA Announcements
   
a. Note rescheduled time of next meeting (at bottom of page)
   
b. Update on implementation of contracts management software package (c/o Greg Jones)
   
c. Update on plans for acquisition of Cayuse grant proposal development software package (c/o Greg Jones)
   
d. Announcement of scheduling of Maximus site visit and discussion of space survey procedure (c/o Greg Jones)
   
e. Announcement of Department of Energy SBIR/STTR webinar
      (Link to webinar registration website [here](#))
   
f. Announcement of next Research Meet and Greet
      (Link to informative flyer [here](#))

**NEXT MEETING**  Friday, 4-6-12, 9:00 AM – 10:00 AM  NIAR 307(Hedrick C)
Meeting Notes:

1. **First 20 Minutes**
   a. Anne Corriston, Director of InterFaith Ministries, formerly with the Knight Foundation, is working with Dr. McDonald to provide suggestions and information regarding workshop.
   b. Jan Twomey and Mark Schneegurt conducting a NSF workshop. Date pending.

2. **Second 20 Minutes**
   a. Preamble to Strategic Plan in draft form. On-going discussion and criteria still needed. Consider making preamble and Strategic Plan one document with headers. Dr. McDonald will share the document more broadly when format and preamble are finalized. Consider pushing out to the faculty through department meetings.

3. **Third 20 Minutes**
   a. ORA adding .5 FTE Grant Development Specialist that will be looking for funding opportunities. Search nearing completion.
   b. Contract Logix, contract management software in final stages of purchase as a funding split between ORA and NIAR. Benefits include shorter time for processing contracts and agreements, use of templates rather than unique wording on each contract, and increase in compliance to University and research policies. General Counsel office involved in template development and conducting a mandatory monthly training meeting for ORA staff. Implementation scheduled for April 2012.
   c. Cayuse software review. PI more involved with development of proposal documents. PI generated documents submitted to ORA electronically. Software also can pick up errors at all levels and allow corrections rather than one-at-a-time detection and repair. Most federal agencies integrated with software. Has some Banner compatibility and adds some sub-contract efficiencies.
d. Maximus Space Survey April 3-5. 3rd party, Maximus, coming in to examine all areas within the University involved in research and making sure all space is documented. End product is an audit-ready report documenting the “real” cost of doing research business. Last survey done in 1995. Survey being prepared in advance of F & A rate negotiation with feds.

e. 2nd issue of “ORA Matters” release. Delivery moving forward will be electronic only.