I. Call to Order

II. Approval of Minutes: November 6, 2014 meeting minutes -- approved

III. Information/Announcements

IV. Topics for Discussion

1. Research space policy
   • Continue discussion on Research Space Policy
     • Three committees looking at research space management:
       • Space Management Committee
         1. Co-chaired: Terry Leist and Martha Potvin
         2. Committee makes recommendations to President
         3. Not a decision making body
       • UPDating MSU -- Space Working Group
         1. Co-chaired: Terry Leist and Renee Reijo Pera
         2. Not a decision making body
       • Research Council
         1. Chaired: Renee Reijo Pera
         2. Not a decision making body
     • Point of debate: RC’s draft space policy: too much emphasis on RED office controlling research space
     • Discussion on RED’s role in research space management and draft research space policy
       • Current internally space management
       • New faculty hires, including interdisciplinary hires
       • Institutional changes that affect research space

2. Update re: Research Space Inventory
• RED office responsible for conducting current research space inventory starting at department level – two departments used as beta test to gather information
• All space belongs to MSU and stress that problems will be solved at lowest level (department)

3. Proposed support for grant submissions-starting next semester:
• Peer to Peer Review System
  • Peers – volunteers or small compensation
  • Any grant reviewed with critical feedback provided
• Admin support for large grants
  • Larger grants pre-award administrative support, provided by RED office, as needed-person to gather cvs, gather “boiler-plate” documents, etc. to ease burden on faculty when submitting – centralized support
• Grants Hotline (email system for triage)
  • Faculty could call to ask non-budgetary questions, by experienced faculty (retired faculty volunteers) and administrative support on past, large grants, i.e. Martha Sellers, Martha Peters (paid position)
• Ideas for further supporting faculty writing and submitting grants:
  • Central data resource for “standard” information / documents all grant submissions need
  • Post award administrative support – needed by faculty (EHHD, ex)
  • RED provide buy-out course money for faculty to write and submit grants
  • Need grant writers on staff/retainer – centralized support
  • Graphic art staff to help faculty
  • Need organized, university-wide research mentoring system for assistant professors
  • Need central communication resource
    1. OSP website
      1. not friendly – difficult to find information
      2. Arizona State and Utah State good examples
    2. OSP bi-annual training for PIs

Next Meeting: Thursday, January 8, 2015, @ 3:00pm, 214 Hamilton Hall