

**Research Advisory Board**  
**June 3, 2009**  
**Shuster Hall 336**  
**3:00 PM**

# Minutes

*In attendance: Professor Marilyn Aguirre-Molina, Professor Eugene Chudnovsky, Ms. Stephanie Endy, Mr. Dominic Esposito, Professor Michael Ferraro, Professor Mira Goral, Dr. Marzie Jafari, Professor Alan Kluger, Professor Dina Legall, Dr. Lois Levy, Mr. Joseph Middleton, Professor Janet Munch, Professor Joseph Rachlin, Professor Anne Rothstein, Dr. Robert Troy, Mr. Derek Wheeler, Ms. Marcie Wolfe*

**1. Review and Approval of Minutes – Ms. Stephanie Endy**

The Research Advisory Board approved the minutes from the May 20, 2009 meeting.

**2. Review and development of draft Researcher's Manual outline**

Discussion around the drafted outline included threads about the size of the project as overwhelming and the need to provide a knowledge base and transparency of the environment to faculty members involved in research or sponsored programs. Among the issues raised were how much information needs to be in a 'manual' and how to make the information easily accessible in ways that would accommodate different faculty approaches and varying needs. The board acknowledged that the text could not cover every possible topic in detail and would need to be general in nature.

Discussion was easily distracted into the details of various sections allowing a preview of the intense interest and spirited discussions that developing the manual will provoke. Areas of intense interest that were discussed briefly included release time, cost sharing, IT support, and allowable charges to grants.

Suggestions to add to the outline were discussed. These included:

- an introductory section that may address a justification for the manual and answer questions about who should apply for funding and why;
- ensuring that each section would address how and where to go where applicable and would link to online resources;
- a section on how to increase chances of success that would include mentoring, workshops, contacting the sponsor, program evaluation, and grantsmanship; and
- a section on rejections and what to do with them.

The Board unanimously voted to make a formal recommendation to the Provost that the Research Advisory Board be charged with the drafting of a Researcher's Manual based loosely on the revised outline.

**Meeting Adjourned**

**Next Meeting: September 2, 2009**

**Please send agenda items to Stephanie Endy in advance.**