



**GRANTS COMMITTEE: Minutes**  
**17 November 2015**  
**2:30 – 3:30 pm**  
**Enid- President's Conference Room**  
**Stillwater- Cowboy Mall Conference Room**  
**Tonkawa-President's Conference Room**

Attendance: ~~Rick Allan, Bart Cardwell, Crys Davis, Rick Edgington, Cheryl Evans, April Hatfield, Jason Johnson, Brad Matson, Ed Vineyard~~, Jack Clossen, Shannon Cunningham, Rae Kruse, Laura Marshall, Kathleen Otto, Shelly Schulz (Interim Co-Chair), Alicia Sharp, Anita Simpson, Sheri Snyder, Pam Stinson, Frankie Wood-Black, Gene Young (Interim Co-Chair).

**Call to Order:** Meeting was called to order at 2:32 pm.

**Minutes:** no minutes approved since previous scheduled meeting for 27 February 2015 was cancelled as a result of snow. No additional meetings were held.

**Business**

**Drone Grant Proposal:** Grant proposal for a “drone” (see Agenda with proposal) to be used by the NOC Digital Media Institute (DMI) was reviewed. Motion made by Shelly Schulz; seconded by Laura Marshall to pass the proposal. Motion passed by unanimous consent.

Dr. Kruse requested approval that she may be excused.

Dr. Kruse was excused from the Grants Committee meeting. Although she was invited to stay and listen to the upcoming discussion about the proposal planning sheet. Dr. Kruse remained.

**Vacant Position Update:** Co-Chair Young reported that few applications have been received to date, those that have come in have little grant experience. Salary for the position is ca. 37K for a person with an MS degree, ± 3K for BS/PhD. Budget constraints may prevent this position from being filled. No Action Required.

**Grant Proposal Guidelines/Proposal Planning Sheet Form:** Co-Chair Schulz provided an update on the two policy manuals (Administrative Policies and Procedures Manual for Grants & Contacts, Accounting Policies and Procedures Manual for Grants & Contracts) indicating both were completed due to external requirements. Both manuals were reviewed and approved by the Executive Council and the NOC Regents. However, they are to be reviewed annually, every September along with the Employee Handbook as that is where they are referenced. Since the Grants Committee's first meeting was this meeting, the Committee will review and return comments to Co-Chairs by the 15 December 2015.

The Proposed Planning Sheet Form (see Agenda) was discussed at length. The Committee will review the sheet and the aforementioned policy manuals and provide recommended changes and/or suggestions for revision. Comments from Committee members are due to the Co-Chairs by 15 December 2015.

**Grants Database:** Co-Chair Schulz provided an update on the grants database requirements. Prior to leaving, Jenna Bazzell and Co-Chair Schulz implemented a grants database for storing grant activity that would normally be kept on paper. Almost all of the pre-award grant activity has been scanned and is in the database and approx. half of the post-award grant activity is scanned into the grant database. It is a federal requirement that all records must be retained from 3

years after the final financial expenditure report or activity on the account. The records may be retained electronically and this method will allow us to have the information at our fingertips without taking up file space that no one really seems to have. No action required.

**Donor Wish List:** Faculty are asked to share information with their Chairs and Division. If any changes are required, suggestions can be sent to Kirby Tickle-Hill or Sheri Snyder. No action required.

**Grant Updates:** Co-Chair Schulz updated the Committee on the status of several grants. We did not received the NASNTI Grant, and the apparent reason was the lack of a NOI, therefore the application was rejected and not reviewed. The Promise Zone Grant is on hold, with an anticipated application date in 2016. The NSF Planetarium Consortium Grant was not funded. The OKWorks and Plus 50 Grants have been funded and were either completed or in the process of closing. No action required.

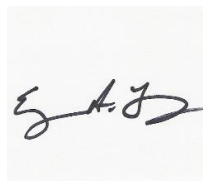
**New Business:**

- A. F. Wood-Black reported that new NSF or lab related grants might require new safety standards review, therefore the institution should have a Scientific Review Committee. No action taken.
- B. Co-Chair Schulz reported that Gina Conneywerdy received a Title 7 Native Youth Grant with the Osage Nation. Gina Conneywerdy has received a \$40,000 grant off of a larger Title VII Native Youth Community Project Demonstration Grant where Jacque Canady is a Co-PI. NOC will be a sub-recipient of this grant and Gina Conneywerdy is the PI. No action required.
- C. Co-Chair Schulz reported on the opportunity for students and faculty to receive OCAST internships. OCAST (Oklahoma Center for the Advancement of Science and Technology) has an Intern Partnership program. Funding Cycle 2 has a deadline date of March 2, 2016 with a start date of August 1, 2016. Interns may be students or faculty and if funded provides \$10,000-\$30,000 per year with 1-2 years possible. She has sent out an e-mail with the solicitation and a presentation. No action required.

**Schedule next meeting:** F. Wood-Black volunteered to set up a “doodle” page so everyone can check their schedule for the next meeting, which will be held in February 2016. If new grant proposals come in prior to our meeting, we can handle via electronic format or we can call a special meeting.

**Adjourn:** Meeting adjourned at 3:30 PM.

Respectfully submitted;



Eugene A. Young  
Interim Co-Chair



Shelly Schulz  
Interim Co-Chair