

August UFCD Research Committee Meeting
Wednesday, August 20, 2008
12:00 - 1:30 pm
Room D8-46

Agenda

- (1) Approval of minutes from July meeting (attached).
- (2) Discuss student (Harris) seed grant.
- (3) Discuss draft of guideline for evaluating speakers for the Dean's Research Seminar Series (attached).
- (4) Discuss/finalize Policy for Salary Effort, Indirect Cost and Cost Sharing for submission to EAB (attached).
- (5) New Business
 - Status of the UFCD histology core.
 - Discussion of the emergency power recently installed and how to get it in to the labs.
 - This would cost approx. \$1,000 per outlet?
 - Status of surveying?
 - Seed grants - how useful for faculty?
 - Problems with the eye wash station and shower on the 11th floor.
 - As this floor is shared by COM and UFCD, it was suggested that Dr. Anusavice bring this to the attention of Dr. Dolan and propose to the COM Dean to share the cost of placing a hallway eye wash station and shower.
- (6) Other Business
 - Agenda suggestions for future meetings

Schedule for future meetings (12:00-1:30p):

- Wednesday, 9/17 D9-11
- Tuesday, 10/7 D9-11
- Wednesday, 11/12 D9-11
- Wednesday, 12/10 D9-11
- Wednesday, 1/21 D9-11
- Wednesday, 2/18 D9-11
- Wednesday, 3/18 D9-11
- Wednesday, 4/15 D9-11
- Wednesday, 5/20 D9-11
- Wednesday, 6/17 D9-11

DRAFT
RESEARCH COMMITTEE MEETING MINUTES
JULY 24, 2008

ATTENDEES: Drs. Anusavice, Baccaglini, Chan, Culp, Riley, Wallet, Christopher Chuong, Kathy Galloway & Beverly Coleman

ABSENT/EXCUSED: Dr. Bartoshuk

Proposed UFCD “Policy for Salary Effort, Indirect Cost and Cost Sharing”

The meeting opened with a discussion of the proposed UFCD “Policy for Salary Effort, Indirect Cost and Cost Sharing”. A copy of the policy was distributed for review. The procedures outlined in this policy are already followed and this process is to institute a formal UFCD policy regarding these procedures. This policy directly reflects University of Florida policy with regards to salary recovery, indirect cost recovery and cost sharing. The policy was discussed briefly and will be discussed further at the next meeting.

Charge to the committee 2008-09

Dr. Chan asked for any comments regarding the charge to the committee 2008-09 and any feedback regarding prioritizing.

In regards to #1, “Work with the Curriculum Committee to identify opportunities in the DMD curriculum to expand faculty and student participation in research.”

- Dr. Anusavice stated that this is currently being addressed via the proposed research elective course. The details regarding this course are still being discussed but some things to note regarding this course and the role of the research committee are:
 - o This course will allow those students whom engaged in research during the summer research program to continue to do so, but it is also to introduce research to those students whom have not had this opportunity.
 - o The Research Committee’s main role will be the initial contact with potentially interested students through the summer research program.
 - o The Research Committee would be responsible for determining the appropriateness of research honors and/or high honors.
 - o It is suggested by Dr. Burne, in developing the course, that Research Committee members should be involved in attending semester ending presentations.
 - o It may be proposed to the Research Committee to set up a fund in which mentors can apply for the cost of attending AADR for all students who enroll in this course.

In regards to #5, “Identify a process by which dental students can be more competitive for national student research awards such as the AADR and IADR Hatton Awards and the Dentsply / Caulk Award”

- Dr. Anusavice stated that this is currently being addressed in that mentors are being more aggressive in making sure that students have registered for the competitions. It has been noted that in the past the students were not familiar with

the process for entering the competition and may have thought that they were appropriately registered.

In regards to #6, “Recommend ways in which research accomplishments of faculty and students might be better recognized, such as faculty and student research day or formal listings of accomplishments in appropriate publications”

- We can take advantage of recognizing awards via the “College of Dentistry Spotlight” on the UFCD website and the UFCD video monitors.
- We can work with the UFCD PR office to get appropriate award information published in the Gainesville Sun, Dental Direct, Gator Dentist Today, FDA magazine, the POST, and/or other publications.
- Beverly Coleman will work with Karen Rhodenizer to facilitate recognition of awards using these venues.

In regards to #11, “Review requests for Dean’s Research Seminar Series”

- This was briefly discussed and will be discussed in more depth at future meetings.
- Dr. Wallet suggested the need for guidelines. Kathy Galloway will prepare a draft to be distributed and discussed at future meetings.
- Dr. Anusavice said one area to look at would be how much audience should be expected and how to encourage attendance if the seminar topic is specialized. He also stated that a NIH type bio, proposed title, proposed audience, and a tentative date should be provided by the faculty sponsor for consideration by the research committee.
- Dr. Riley mentioned that we need to know how the proposed speaker and topic will enhance UFCD research endeavors.

In regards to the charge of reviewing the relevant outcome measures from the college strategic plan, addressed on page 3 of the Charge to the Research Committee, 2008-09

- Dr. Anusavice stated that it is more difficult to provide national ranking statistics as faculty members are applying to and being awarded by more institutes within NIH, not just NIDCR.
- We need to address other ways to find out how we compare to other institutions, including all funding sources. National statistics might be available through ADA or ADEA.
- One importance of national ranking information is to support research space requests.

UFCD Seed grant proposal, PI: Adewumi

This proposal was discussed. The committee was in agreement that Dr. Adewumi is enthusiastic in her proposed research endeavors but that the current application does not warrant funding at this time. Dr. Riley has agreed to mentor Dr. Adewumi in regards to the proposed research application. Committee members will provide written comments, which will be compiled. The comments will be presented to Dr. Adewumi and she will be asked to address them.

Reduce administrative impediment/hindrance

This is a major/ongoing topic and will require more discussion at future meetings. There are questions as to what is UF policy vs State law vs Federal law. Dr. Culp mentioned that national organizations interpret federal law and determines what changes need to be implemented by IRB and IACUC.

- Regarding biosafety check-up issues
 - o Dr. Chan motions to address the Biosafety office for justification.
 - o Possibly have Gus Battle give presentation at a future meeting to get a better understanding of what is really required.
- DSR/UFCD submission of grant proposals
 - o Beverly Coleman will look at the problems encountered with proposals involving COM faculty and see if the UFCD Office of Research can assist with any facilitation. Part of the problem arises from COM being bound by clinical trial compliance issues, which in the near future may be mandated for all UF HSC colleges.
 - o Just In Time policy - Faculty members continue to have issues with detailed budgets being required although NIH has adopted the modular budget format.
 - In general, the UFCD Office of Research requires a line item budget in PeopleSoft with % effort for faculty reflected to determine if faculty effort is being budgeted for and to determine if there are any IDC exclusions.
 - A budget spreadsheet template is available for use to determine how much a project will cost but is not required by the Office of Research.
 - Kathy Galloway and Beverly Coleman will determine what information is critical for approving proposals and will discuss with departmental grant administrators to see if this can be streamlined.

Change in curriculum to allow time for freshman to continue research from summer projects

This is also being addressed via the proposed research elective course. Dr. Culp suggested that this topic be tabled.

Emergency back-up freezer

There is a need for a back-up freezer that can be utilized by all faculty members for defrosting their own freezer or in the event of a malfunction with their own freezer. This will need to be discussed in more detail as it is still undecided as to whether this should be a -20°C or -80°C, or whether both are necessary. It was also not discussed or left undecided as to what funds will support this purchase, where it will be housed, and how to control access.

Some points that were discussed regarding this issue are:

- Dr. Chan suggested a -20°C that only costs ~\$500, is easily movable and can be loaned on a daily basis with responsibility being assigned to one of the capable lab managers.

- Dr. Culp feels that a -20°C is not sufficient and suggests a -80°C, however, then moving will be difficult if not impossible.
- A -20°C cost ~\$500, whereas, a -80°C costs ~\$8,000 - \$12,000 and they don't last long (approx. five years).
- Dr. Wallet likes the idea of a back-up but did not express a preference for a -20°C vs -80°C.
- Dr. Baccaglini questioned the ability to control access or what mechanism would be in place to be alerted of an interruption in power.
- There was a suggestion to look at the inventory of the Oral Biology lab which contains multiple freezers and possibly renovate it.
- Use of the GCRC freezer was questioned, but it is limited to 3 months storage

Monthly meetings for 2008-2009

The need for monthly meetings was discussed and it was decided that meetings would be scheduled for the 3rd Wednesday of the month for 12:00-1:30p.

Meetings for August 2008 – June 2009 have been scheduled and are as follows:

Wednesday, 8/20 D8-46

Wednesday, 9/17 D9-11

Tuesday, 10/7 D9-11

Wednesday, 11/12 D9-11

Wednesday, 12/10 D9-11

Wednesday, 1/21 D9-11

Wednesday, 2/18 D9-11

Wednesday, 3/18 D9-11

Wednesday, 4/15 D9-11

Wednesday, 5/20 D9-11

Wednesday, 6/17 D9-11

Agenda suggestions for future meetings

- A presentation by the Clinical Trial Compliance office
- A presentation by Don Cohen regarding the status of the UFCD histology core
- A presentation by Gus Battle regarding IACUC animal uses
- Discussion of the emergency power recently installed and how to get it in to the labs. This would cost approx. \$1,000 per outlet.
- Problems with the eye wash station and shower on the 11th floor.
 - o Kathy Galloway will check on surveying.
 - o As this floor is shared by COM and UFCD, it was suggested that Dr. Anusavice bring this to the attention of Dr. Dolan and propose to the COM Dean to share the cost of placing a hallway eye wash station and shower.

Attachments:

- 1) July 24, 2008 Meeting Agenda
- 2) Policy for Salary Effort, Indirect Cost and Cost Sharing
- 3) Charge to Research Committee, 2008-09

Criteria for Selection of Invited Speakers for the Dean's Research Seminar Series

Purpose

The Dean's Research Seminar Series provides an educational opportunity that is open to all UFCD faculty, students and staff. Guest speakers are experts that have made significant contributions to research in their academic field of study.

The goal of the program is to disseminate information about current cutting-edge research in a field of dentistry and related disciplines.

Criteria for Speakers

Invited speakers must meet the following criteria to be considered for the program:

- The speaker must have expertise in a scientific field of interest to the College
- The speaker should preferably be a tenured associate professor or full professor
- The speaker should be nationally or internationally recognized for research achievements as evidenced by grants and/or awards
- The topic should appeal to an audience of at least 10 persons
- The speaker and topic will enhance UFCD research
- A current CV or NIH biosketch must be provided to assist in the review process

Requesting a Speaker

Faculty members requesting approval to invite a speaker will submit a request, via email, to the Associate Dean for Research. The request will be forwarded to the UFCD Research Committee for approval. At his discretion, approvals may be made by the Associate Dean for Research without the Committee's approval. No more than two speakers will be scheduled in a one month period. No more than two speakers will be approved for a given faculty member sponsor per year.

Requests for speaker approval should be submitted to Jane Moore in the Office of Research with the following information:

- Proposed date for speaker's presentation
- Copy of speaker's current CV
- Title of seminar (if available)
- Description of seminar presentation (if available)
- Intended audience
- Any other available documentation

Continuing Education

As part of our mission of service to the dental community, we can offer continuing dental education credit, at no charge, to both the speaker and the attendees of the Dean's Seminar Series.

To comply with ADA CERP guidelines for issuing Continuing Dental Education credit, speakers must supply the following information in addition to the items identified in the previous section:

- Course Title
- Speaker's CV or NIH biosketch
- Course Description (2-3 paragraphs)
- Course Objectives (3-4 learning objectives)

Funding

The Office of Research will provide funding for the Dean's Research Seminar Series from the Dean's indirect cost account. An annual budget of \$36,000 is established for up to 18 speakers at \$2,000 per speaker. The budget includes funding for an honorarium (limited to \$500-750) and travel expenses for the speaker. These funds cannot be used to support receptions or parties.

Responsibilities

The department sponsor will act as the primary liaison between the college administration and the speakers.

The UFCD Office of Research will:

- Maintain Dean's Research Seminar Series schedule.
- Provide a list of available dates for faculty members who request approval for a speaker. The faculty host should call the Office of Research to check for available dates prior to inviting a speaker. In addition, sponsors will provide any requested information needed for the Dean's Research Seminar Series schedule
- Assist speaker with travel arrangements
- Process honorarium payment and travel reimbursement
- Coordinates with the Office of Continuing Dental Education to ensure that proper procedures are followed to provide seminar attendees with the appropriate dental CE credit

The hosting faculty member and/or their department staff will:

- Send an official invitation to the speaker
- Schedule a room for the speaker's presentation
- Prepare and disseminate e-mail announcements for the seminar

- Prepare and submit documentation for international speakers including tax and visa documentation as required by UF and the U.S. federal government

SUBJECT: University of Florida College of Dentistry Proposals with
Sponsored Funding
TITLE: Policy for Salary Effort, Indirect Cost and Cost Sharing
DATE: July 2008
APPROVING AUTHORITY: Dean Teresa A. Dolan, Executive Advisory Board
CUSTODIAN: Kathy Galloway, Research Administrator
(392-9730 or email: kgalloway@dental.ufl.edu)

Purpose: The purpose of this policy is to ensure that all University of Florida College of Dentistry proposals for externally sponsored contracts and grants include appropriate funding for salary and indirect cost recovery. The policy also addresses proposed cost share (matching or in kind) commitments.

Policy:

I. Salary Recovery

University of Florida policy states that, *the salaries and wages of faculty and staff who are directly associated with the University constitute appropriate direct costs in proportion to the time each expects to spend on a project. Grant funds may not be used to augment the total salary or rate of pay of UF faculty or staff; they are replacement funds, releasing a percent of time of the regular employee for work on the project.*

All UFCD proposals will reflect reasonable and appropriate budget for faculty and staff effort that is necessary to fulfill the aims of the grant or terms of the contract. Non-funded effort will be considered committed cost sharing and require the specific approval of the PI's department chair and the dean in advance of the proposal submission. Salary expenditures that are disallowed by an agency (via documentation) will be considered non-committed cost sharing and may not require prior approval.

II. Indirect Cost (Facilities and Administration)

The generation of indirect cost is essential to the college's research infrastructure. Indirect costs provide funding for the Office of Research, student and educational programs, renovations, equipment, and many other programs conducive to research development.

All UFCD proposals will contain the appropriate indirect cost as outlined by the University of Florida's Division of Sponsored Research:
<http://rgp.ufl.edu/research/idcrates.html>. If the sponsoring agency does not allow for indirect costs then documentation from the agency is required.

Requests for a waiver of IDC must be considered and approved by the PI's department chair and the Associate Dean for Research. Upon approval by the department and college the request will be forwarded to the Division of Sponsored Research for consideration.

III. Cost Sharing

Cost sharing is defined as direct expenditures for a sponsored project that are not paid for by the sponsoring agency. Cost sharing is documented and used to offset the University's federal indirect cost negotiations; resulting in a lower rate. In addition, cost sharing is a commitment of a department's or college's internal resources. Therefore, cost sharing should be proposed only when it is absolutely necessary to accomplish the goal of a sponsored project or mandated by the sponsoring agency.

At the time a proposal is submitted cost sharing will be identified and committed by the PI's department or a third party agency. The commitment must be approved by the Department Chair, Associate Dean for Research and/or the Dean. The Division of Sponsored Research mandates that voluntary cost sharing must be specifically approved by the Dean of the College.

University Cost Sharing Policy: It is the policy of the University that only mandatory cost sharing be submitted to sponsoring agencies. This policy does not preclude exceptions that may be judged appropriate under certain circumstances to leverage a project. Mandatory cost sharing requirements are usually defined by law, statute, agency regulations, or written in the application guidelines for a specific program. When there is mandatory cost sharing, a copy of the RFP, regulations or guidelines must be submitted with the proposal along with a written commitment from the individual authorized to commit the resources. All non-mandatory or voluntary cost sharing must be reviewed and committed in writing by the College Dean (without delegation) and forwarded with the proposal for approval in the Office of Research by an authorized institutional representative.

If you have any questions, please contact Kathy Galloway 392-9730 in the Office of Research.