



**University Research Council
Minutes
March 7, 2013**

Attendees:

Mo Elbestawi, Chair
Fiona McNeill
Peter Mascher
Nick Markettos
Gianni Parise

Bonny Ibhawoh
Tony Porter
Kathy Charters
Elsie Quaite-Randall

Brent Davis
Barb McKenna
Vivian Lewis
John Medcof

Regrets:

Stephen Collins
Naresh Agarwal
Greg Weiler

- Tony Porter motioned to accept minutes of the December 6th, 2012 meeting

BUSINESS ARISING FROM THE MINUTES OF DECEMBER 6TH, 2012

ACTION ITEMS:

1. Feedback from Associate Deans of Research and Directors on Faculty Workshops
 - These workshops are forums for discussion of applications, contracts, grants, funding opportunities and any issues related to research administration.
 - The format has been communicated to the Faculties and the Associate Deans of Research and they agree that this format is reasonable.
 - One session has taken place which included Research Finance and MILO.
2. Research Administration Approval forms to be reviewed for inclusion of reference to Community groups
 - This change has been made on all forms and the terminology has been changed to 'sponsor' to be inclusive.
3. Faculties develop a list of facilities where funding is "at-risk"
 - A list of facilities that faculties and library maintained that are or could be at-risk needs to be developed so that a strategy to protect these can be developed.
 - The risk could be due to lack of funding to hire staff, lack of resources to maintain the facilities, etc.

- New CFI forms are asking for a more detailed plan for how CFI infrastructure will be maintained. User fees are not always the answer as they can become a barrier for use which trickles down to shrinking maintenance funds. A strategy to ensure the upkeep of these assets needs to be put in place.
4. Develop initial plans for Knowledge Mobilization workshops
 - Humanities workshop is moving forward (May 6th); the Social Science workshop is also moving forward and Business will follow
 5. Meeting to be scheduled for VPR and ADRs to discuss interdisciplinary research activities.
 - These meetings have not yet been initiated but will occur in the Spring.

NEW BUSINESS

RECOMMENDATIONS OF THE INTELLECTUAL PROPERTY FOCUS GROUP

- Dr. Elbestawi presented to the Council the Recommendations of the Intellectual Property Focus Group and a discussion followed among members of the Council
- Dr. Elbestawi stated that a recommendation arose from the Focus Group that a clearer interpretation of the policy is needed for faculty that are engaging with industry for the first time. This would enable them to have more productive and informed initial discussions when establishing new partnerships.
- The Council asked how book publications, new educational materials and digital educational resources are treated within the IP policy; MILO will provide clarification on this point in the interpretation of the IP policy and will update the Council.
- With regard to recommendation six, 'Incentivizing New Faculty', the Council agreed on new awards to be given out to encourage and support new faculty members engaging with the community and industry; there will be 10 awards, valued at \$5000 each, for which faculty can apply. The intent is that these funds will be used to support activities that enable partnership building. Discussion included whether such awards should be open to mid-career faculty and the consensus was these awards should recognize new faculty and other incentives should be considered for those mid-career seeking partnerships. The logistics and criteria for these awards are to be determined and the availability of the awards will be announced.
- It was decided that the new overhead rate (30%) applicable to fieldwork was to be included in recommendation four.
- The Council agreed on the creation of Synergy awards to recognize excellence in interdisciplinary research. At Innovation Showcase 2013, three Synergy Awards will be presented, one for each area of research that NSERC, CIHR and SSHRC represent.
- A plan to address recommendation nine 'Incentivizing Student Entrepreneurship' will be presented at the next meeting; such plan will include incubation space at MIP and social innovation.

- The Council's suggested changes to the Recommendations will be made by MILO and circulated to the Council.

KNOWLEDGE MOBILIZATION

- Plans are in development for the Faculty of Humanities Knowledge Mobilization day and Dr. Ibhawoh is working with the Vice President of Research's office to organize the event. Knowledge Mobilization days for the Faculties of Social Science and Business will follow and the Associate Deans of Research are to encourage attendance.
- In response to Forward with Integrity, the new website for the Vice President of Research will be live in the coming month and will include a Knowledge Mobilization section. The website content will be circulated for comment prior to going live.
- ROADS has developed a Knowledge Mobilization document which is also circulating for comment.

OTHER BUSINESS

PROPOSAL WRITING

- There is considerable proposal development expertise at the University and the value of this expertise needs to be effectively communicated to faculty.
- There are major University initiatives that benefit from this expertise, such as CFI, ORF, and CREATE proposals; such expertise for many programs rests with ROADS.
- ROADS' has developed statistics regarding the success rates of reviewed versus non-reviewed proposals and it is evident that faculty members' benefit from ROADS' proposal review. The main issue is that proposals for large initiatives are being submitted too close to the deadline to allow for a valuable review by ROADS.
- The new research facilitators in Social Science, Humanities and Business Faculties will be able to provide assistance and aid in addressing the deadline issue and can develop documents to help faculty navigate funding and matching programs.
- Ryerson offers commercial grant writing workshops for a fee; to date no one from McMaster research administration has attended either in person or via webinar, but this may be worth further investigation. Grad Studies has expressed interest in grant writing workshops and may be willing to assist in providing financial support.
- MILO is often called on to assist in creating commercialization plans for these proposals and would benefit from a subscription to a resource for market information which would add value to the plans.
- ROADS' develops guidance documents for the major initiatives to assist faculty in developing proposal; however, ROADS still needs time to review.
- Could setting an internal deadline as a requirement for submission help address this issue and who has such authority?
- The Faculty Deans, Associate Deans of Research and the department research coordinator will help in communicating the need and value of submitting early

INTERDISCIPLINARY RESEARCH

- Discussion held over for the next Council meeting

ACTION ITEMS:

RESPONSIBLE:

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| 1. Faculties develop a list of facilities where funding is “at-risk” | ADRs |
| 2. Clarifications to Intellectual Property Focus Group Recommendations to be made and circulated to the Council | Elsie Quaite-Randall |
| 3. Develop and present initial plans for Student Entrepreneurship | Elsie Quaite-Randall |
| 4. Meeting to be scheduled for VPR and ADRs to discuss interdisciplinary research activities. | VPR & ADRs |
| 5. Consideration of criteria and application for awards to incentivize new faculty to form partnerships | All |
| 6. Consideration of interdisciplinary research best practices | All |