



SCHOOL OF  
**PUBLIC HEALTH**

**SPH Research Committee**  
**February 2022 Meeting**  
**Confirmed Minutes**

February 25, 2022  
Meeting started at: 9:30am  
Location: Zoom

**Attendees**








|    | Representing | Member     |
|----|--------------|------------|
| 1  | OHSU         | [REDACTED] |
| 2  | PSU          | [REDACTED] |
| 4  | OHSU         | [REDACTED] |
| 5  | OHSU         | [REDACTED] |
| 6  | OHSU         | [REDACTED] |
| 7  | PSU          | [REDACTED] |
| 8  | PSU          | [REDACTED] |
| 9  | OHSU         | [REDACTED] |
| 10 | OHSU         | [REDACTED] |

**Non-Voting Members Present:** [REDACTED] – Taking minutes

**Ex-Officio Members Present:** [REDACTED]

**Members Absent:** N/A

| Agenda Item  | Discussion & Documents   | Action  |
|--|--|---|
| Welcome and Introductions<br>[REDACTED]              | <ul style="list-style-type: none"> <li>New attendees – Student Representative, [REDACTED]</li> </ul>   |   |
| Review of minutes from January meeting<br>[REDACTED] | <a href="#">(Link to minutes)</a>  | Minutes Approved  |
| SPH Website – Revamping Research<br>[REDACTED]       | <p><a href="#">SPH. Research Webpage Committee Feedback</a></p> <p><b>Research content ideas to include on external SPH website</b></p> <ul style="list-style-type: none"> <li>Who is our audience?               <ul style="list-style-type: none"> <li>External facing:                   <ul style="list-style-type: none"> <li>Students</li> <li>Possible collaborators – individual academics</li> <li>Community partners</li> <li>Potential philanthropic donors</li> </ul> </li> <li>Internal facing – SPH faculty &amp; students                   <ul style="list-style-type: none"> <li>Understanding colleagues’ research and potential collaborators</li> <li>Research resources instead of behind OHSU firewall</li> </ul> </li> </ul> </li> <li>Review of other websites to identify potential features</li> <li>What are prospective students interested in seeing when visiting a Research website?               <ul style="list-style-type: none"> <li>Faculty – Who are the researchers?</li> </ul> </li> </ul> | [REDACTED] and Admin Support will collate all suggestions presented by committee. |

|   |   |  |
|---|---|--|
|   | <ul style="list-style-type: none"> <li>○ What's the research objectives and expertise of SPH?</li> <li>○ What research projects are currently going on?</li> <li>● Consider mapping the website in an E or F pattern             <ul style="list-style-type: none"> <li>○ Locate important information that people want to act on, essentially placing content/copy in the pattern of an E or F.</li> </ul> </li> <li>● Maintenance of website – IT Support &amp; Website Developers position is currently in the hiring process.             <ul style="list-style-type: none"> <li>○ Keep the page fresh and recent. At least 1x a month.</li> <li>○ Make sure links are not broken.</li> <li>○ Who and how will have access to update/edit profiles or research changes?</li> </ul> </li> <li>● Upcoming Events Calendar – Will most likely be on the SPH landing page.</li> <li>● Groups to include on the website – Research Groups and Labs.             <ul style="list-style-type: none"> <li>○ Will need to identify which groups want to be on the website</li> <li>○ What will the expectations be?</li> <li>○ Is there a template to follow?</li> <li>○ What support will be provided?</li> </ul> </li> </ul> |  |
| <p>Catalyst Awards Review Process<br/> </p>          | <ul style="list-style-type: none"> <li>● The Catalyst award has been posted to CAP with a deadline of <u>May 1, 2022</u>.</li> <li>● No applicants as of February 25<sup>th</sup>.</li> <li>● Committee will need to know what applications are coming in to be able to align with expertise for finding reviewers.</li> <li>● Application review system (CAP) allows you to do reviews within the system.</li> <li>● External reviewers would provide a quality review but given this year's timeline, it will not be possible to use only external reviewers. It will be considered as part of the process for next year.</li> <li>● Leverage the upcoming EXITO RFA webinars for those seeking help with grant writing in the Catalyst announcement/reminder.<br/>             Link to registration:<br/> <a href="https://drive.google.com/drive/folders/1kvUXDj3KWje0KL8TTViIChcM4_suZxr">https://drive.google.com/drive/folders/1kvUXDj3KWje0KL8TTViIChcM4_suZxr</a> <ul style="list-style-type: none"> <li>○ Webinar #1: March 3, 2022</li> <li>○ Webinar #2: March 17, 2022</li> <li>○ Webinar #3: June 15, 2022</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>●  will find time during the 2.25.22 'All Staff &amp; Faculty Meeting', to remind everyone of the Catalyst Award and to email her a "letter of intent."</li> <li>●  to confirm if reviewers will be compensated.</li> <li>●  will forward EXITO RFA webinar information to the Chair and Admin Support.</li> <li>●  to contact the MRF review committee – Do they have anyone with this content expertise?</li> </ul> |
| <p>Research Staff representative on committee </p> | <ul style="list-style-type: none"> <li>● Chair has received some feedback from research staff that they are feeling invisible.             <ul style="list-style-type: none"> <li>○ Information is not listed for researchers anywhere</li> </ul> </li> <li>● It would be relevant for the research staff to be represented on the Research Committee.</li> <li>● Will need to prepare a message for nomination with clear expectations and responsibilities.             <ul style="list-style-type: none"> <li>○ Nominate someone.</li> <li>○ Self-nominate.</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>● Chair will prepare a message for nomination prospects.</li> <li>● Chair will ask  if the Research Staff distribution</li> </ul>  |



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|                                       |  |   |
|---------------------------------------|--|---|
|                                       | <ul style="list-style-type: none"> <li>○ Check with their supervisor to ensure that they are supportive of their time in the Research Committee.</li> <li>• Is the Research Staff email distribution list up to date?</li> <li>• Will need to develop a system for the appointing process.</li> <li>• The bylaws are not setup to support this composition – Will need to make a request for change to [REDACTED]</li> </ul> | <p>email list is current and if it can be updated based on their bandwidth.</p> <ul style="list-style-type: none"> <li>• Chair to email [REDACTED] regarding changing the membership bylaws.</li> </ul> |
| <p>Meeting Wrap Up<br/>[REDACTED]</p> | <p>Next meeting is scheduled for March 31, 2022 from 10 – 11:30am.</p>   |   |

**Meeting Closure** The meeting concluded at 11:00am

**Next Scheduled Meeting:** March 31, 2022 from 10:00 – 11:30am