Welcome and Introductions (Facilitator: [Name], Purpose: [Purpose])
- [Name] Associate Dean for Research
- New committee members

SPH Research Committee Charge (Facilitator: [Name], Purpose: Discuss and Clarify)
- Supporting documentation: Research Committee description from SPH bylaws (attached)

Visioning/Prioritizing for this year (Facilitator: [Name], Purpose: Discuss and Plan)
- Pilot grants program – Prior grants: Catalyst ($25k), Kickstarter ($5k)
  o ACTION ITEM: Kickstarter opportunity still available and should be re-publicized
- Grand rounds/Seminar series
- Website build out of research sections
- CEPH accreditation activities/tasks
- Training & support for researchers
- Finalizing research goals to go to faculty council
- Other topics suggested by committee

Student representative on committee (Facilitator: [Name], Purpose: Discuss and Decide)
- Develop process for nominating/selecting student representative before next quarterly meeting
  o ACTION ITEM: Chair will contact the Student Leadership Council and ask that they identify a representative for the Research Committee

Meeting frequency (Facilitator: [Name], Purpose: Discuss and Decide)
ACTION ITEM: Monthly meeting schedule decided. Administrative support will follow up

Solicit interest in ad-hoc subcommittee tasks (Facilitator: [Name], Purpose: Share)

*Attachments on Sharepoint

Next SPH Research Committee Meeting: TBD
SPH Research Committee  
January 2022 Meeting  
Confirmed Minutes

January 21, 2022  
3:00 – 4:30pm  
Zoom

Attendees

<table>
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<th>Representing</th>
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<td>1 OHSU</td>
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Non-Voting Members Present: [Name] – Taking minutes

Members Absent: [Name]

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion &amp; Documents</th>
<th>Action</th>
</tr>
</thead>
</table>
| Welcome and Introductions | • New attendees  
• Announcements |        |
| Review of minutes from November 2021 meeting | (Link to minutes) | Minutes Approved |
| SPH Research Goals | Research Goals for Committee | • [Name] will send email to committee members with goals matrix attached.  
• Committee members send feedback to [Name] via email by February 7th. |
| Follow-up on Item from Visioning/Prioritizing discussions in 11/2021 | • SPH Pilot Grants  
  - Kickstarter grant is still active and is accessible via the competitive application portal. Deadline extended to June 30, 2022. [https://ohsu.infoready4.com/](https://ohsu.infoready4.com/)  
  - Catalyst grants – Not posted but goal is to have it posted by the end of February. Deadline will be April 1, 2022.  
  - Synergize RFP application with the above two grants | • Committee members please identify websites/links that serve as Academic Research Institutions for |
**Grant Application Reviewers** – Should the committee review applications or use external reviewers? Committee decided to structure the process and utilize external reviewers (external to committee).

- Website buildout of research sections – Will discuss in more detail at February committee meeting.

<table>
<thead>
<tr>
<th>Student representative on committee</th>
<th>Chair reached out to the Student Leadership Council, waiting to hear back.</th>
<th>Chair to contact the doctoral program chairs.</th>
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<tr>
<td></td>
<td>Chair will update the committee when the Student Leadership Council replies.</td>
<td>Committee Members – If you know of a student, please let the Committee Chair know.</td>
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<table>
<thead>
<tr>
<th>Research Staff representative on committee</th>
<th>Chair will revisit and figure out a process.</th>
<th>Admin support will send doodle polls to schedule a meeting series for the remainder of the year.</th>
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<tr>
<th>Meeting frequency</th>
<th>Committee to meet on a monthly basis for 90 minutes.</th>
<th><strong>Meeting Closure</strong> The meeting concluded at 4:30pm</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Next Scheduled Meeting:</strong> February 25, 2022 from 9:30 – 11:00am</td>
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</table>

**Meeting Closure** The meeting concluded at 4:30pm

**Next Scheduled Meeting:** February 25, 2022 from 9:30 – 11:00am
SPH Research Committee  
February 2022 Meeting  
Confirmed Minutes

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

Attendees

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Non-Voting Members Present: Taking minutes

Ex-Officio Members Present:

Members Absent: N/A

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<thead>
<tr>
<th>Agenda Item</th>
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<tbody>
<tr>
<td>Welcome and Introductions</td>
<td>New attendees – Student Representative,</td>
<td></td>
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<tr>
<td>Review of minutes from January meeting</td>
<td>(Link to minutes)</td>
<td>Minutes Approved</td>
</tr>
<tr>
<td>SPH Website – Revamping Research</td>
<td>SPH. Research Webpage Committee Feedback</td>
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</table>

Research content ideas to include on external SPH website
- Who is our audience?
  - External facing:
    - Students
    - Possible collaborators – individual academics
    - Community partners
    - Potential philanthropic donors
  - Internal facing – SPH faculty & students
    - Understanding colleagues’ research and potential collaborators
    - Research resources instead of behind OHSU firewall
- Review of other websites to identify potential features
- What are prospective students interested in seeing when visiting a Research website?
  - Faculty – Who are the researchers?
What’s the research objectives and expertise of SPH?
- What research projects are currently going on?
- Consider mapping the website in an E or F pattern
  - Locate important information that people want to act on, essentially placing content/copy in the pattern of an E or F.
- Maintenance of website – IT Support & Website Developers position is currently in the hiring process.
  - Keep the page fresh and recent. At least 1x a month.
  - Make sure links are not broken.
  - Who and how will have access to update/edit profiles or research changes?
- Upcoming Events Calendar – Will most likely be on the SPH landing page.
- Groups to include on the website – Research Groups and Labs.
  - Will need to identify which groups want to be on the website
  - What will the expectations be?
  - Is there a template to follow?
  - What support will be provided?
- Keep the page fresh and recent. At least 1x a month.
- Make sure links are not broken.
- Who and how will have access to update/edit profiles or research changes?

Catalyst Awards Review Process
- The Catalyst award has been posted to CAP with a deadline of May 1, 2022.
- No applicants as of February 25th.
- Committee will need to know what applications are coming in to be able to align with expertise for finding reviewers.
- Application review system (CAP) allows you to do reviews within the system.
- 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.
- Leverage the upcoming EXITO RFA webinars for those seeking help with grant writing in the Catalyst announcement/reminder.
  Link to registration: [https://drive.google.com/drive/folders/1kvUXDj3KWiJe0KL8TbViiCHcM4_suZXR](https://drive.google.com/drive/folders/1kvUXDj3KWiJe0KL8TbViiCHcM4_suZXR)
  - Webinar #1: March 3, 2022
  - Webinar #2: March 17, 2022
  - Webinar #3: June 15, 2022

Research Staff representative on committee
- Chair has received some feedback from research staff that they are feeling invisible.
  - Information is not listed for researchers anywhere
- It would be relevant for the research staff to be represented on the Research Committee.
- Will need to prepare a message for nomination with clear expectations and responsibilities.
  - Nominate someone.
  - Self-nominate.
- Chair will prepare a message for nomination prospects.
- Chair will ask if the Research Staff distribution...
- Check with their supervisor to ensure that they are supportive of their time in the Research Committee.
  - Is the Research Staff email distribution list up to date?
  - Will need to develop a system for the appointing process.
  - The bylaws are not setup to support this composition – Will need to make a request for change to [redacted].

<table>
<thead>
<tr>
<th>Meeting Wrap Up</th>
<th>Next meeting is scheduled for March 31, 2022 from 10 – 11:30am.</th>
<th>email list is current and if it can be updated based on their bandwidth.</th>
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<tbody>
<tr>
<td></td>
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<td>Chair to email [redacted] regarding changing the membership bylaws.</td>
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</table>

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

**Next Scheduled Meeting:** March 31, 2022 from 10:00 – 11:30am
SPH Research Committee
March 2022 Meeting
Confirmed Minutes

March 31, 2022
Meeting started at: 10:00am
Location: Zoom

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<td>OHSU - Chair</td>
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</table>

Non-Voting Members Present: – Taking minutes

Ex-Officio Members Present: N/A

Members Absent:  

Agenda Item | Discussion & Documents | Action
---|---|---
Welcome and Announcements |  
Review of minutes from February’s meeting | (Link to minutes) • Minutes Approved
Catalyst Awards Reviews |  
• Applications due 5/1/2022  
  o There have been 2 applicants indicating they will apply.  
  o [Name] has the tentative title and will share it with the committee.  
• Reviewer selection process  
  o Suggested using affiliate faculty as reviewers. Will need to retrieve list of affiliate faculty.  
• Review timeframe: Aiming to have responses back by the end of May, early June.  
• Reviewers will be compensated.  
• Review Matrix  
  o [Name] has template copies that the committee can use as a starting point.  
  o Collate reviews and circulate to the committee for feedback  
• Including master’s degree students  
  o Student involvement may be a challenge but valuable for the future vision.  
  o Reach out to SLC for feedback - Committee is meeting at the end of April.  
  • will send out a reminder about the Catalyst Award.  
  • will share the matrix templates with the committee.  
  • will create a process for the SLC to review.
### Defining Research Expertise
- How to define “research” faculty in SPH?
  - Keywords
  - Take an existing list such as the APHA
- How to define/disseminate areas of expertise for School and Faculty?
  - Areas of expertise
  - Research of interest – Primary methodology
  - Qualtrics survey to collect data
    - What organizations are you a member of?
    - Areas of expertise
    - Research of interest – Primary methodology
    - Policy related
  - Are there any characteristics of your work that were not listed?

### SPH faculty for Award Nomination Ideas
- Nominating colleagues for internal and external awards
- See attached document

### Additional Topics/Areas for Research Committee to pursue into next AY
- SPH. Faculty Awards will be an ongoing agenda item.
- Medical Research Funding Award

### Meeting Wrap Up
- The will develop Qualtrics Survey.
- will send info to Admin Support to add Medical Research Funding Award to the SPH Faculty awards list.

---

**Meeting Closure** The meeting concluded at 11:30am

**Next Scheduled Meeting:** April 19, 2022 1:30 – 3:00pm
SPH Research Committee
April 2022 Meeting
Confirmed Minutes

April 19, 2022
Meeting started at: 1:30 p.m.
Location: Zoom

Attendees

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Non-Voting Members Present: 

Ex-Officio Members Present: N/A

Members Absent: N/A

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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and Announcements</td>
<td>· New committee member needed for next ACY – preferably a PSU member</td>
<td>Committee members, please send any names for a potential approach to .</td>
</tr>
<tr>
<td>Review of minutes from March’s meeting</td>
<td>(Link to minutes)</td>
<td></td>
</tr>
<tr>
<td>Catalyst Awards Reviews</td>
<td>· Applications due 5/1/2022</td>
<td>Chair will make edits to the written review template.</td>
</tr>
<tr>
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<td>· 2 applicants indicating they will apply</td>
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<td>· Committee reviewed the written review templates and made suggested edits to Criterion</td>
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<td>· Criterion needs to reflect what the applicant is being asked.</td>
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<td>▪ Significance</td>
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<td>▪ Investigator</td>
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<td>▪ Innovation → Plans for continued research</td>
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<td>▪ Approach → Timeline</td>
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<td>▪ Environment → Collaborations</td>
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<td>Continued discussion on SPH Strategic Goals for Research</td>
<td>· reviewed the refined strategies 4.1 – 4.3 that include tactics 4.1.1 – 4.3.3</td>
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<td>Research Goals 4.18.22.xlsx</td>
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</tbody>
</table>
| Follow-up: Defining Research Expertise | • What the best way to present this to faculty?  
  o Present at the Faculty & Staff Meeting with a Jam Board  
  o Schedule separate meetings with the Biostat, Epi groups, etc. |
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<td>• [Redacted] shared the current <a href="#">APHA list</a> of defined expertise’s; Committee collectively added the below</td>
</tr>
</tbody>
</table>
|                                        |   o Biostatistics  
|                                        |   o Disaster Preparedness  
|                                        |   o Genetics/Genomics  
|                                        |   o Genetic Research Methods  
|                                        |   o Health Systems  
|                                        |   o Policy Research  
|                                        |   o Public Health Surveillance  
|                                        |   o Rural Health  
|                                        |   o Sleep  
|                                        |   o Urban Planning  
|                                        |   o Other |
| Additional Topics/Areas for Research Committee to pursue into next AY | Please forward any items members would like to propose. |

**Meeting Closure:** The meeting concluded at 3:00 p.m.

**Next Scheduled Meeting:** June 8, 2022 2:30 – 4:00PM
Wednesday, June 8, 2022  
Meeting started at: 2:30 p.m.  
Location: Zoom

## Attendees

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Non-Voting Members Present: N/A  
Ex-Officio Members Present: N/A

Members Absent: [Redacted]

### Agenda Item | Discussion & Documents | Action
---|---|---
Welcome and Announcements |  
  - A new Research Committee member is needed, preferably someone from PSU.  
  - Committee Membership for the next academic year  
  - Standing item: Nominating SPH faculty/staff/students for research awards | Committee members, please send suggestions to the Chair.

Review of minutes from April’s meeting | [Link to minutes](#) | Approved

Updates |  
  - SPH Strategic Planning – Incorporated the Research Committee feedback and presented it at the APC meeting. Next step will be to incorporate the APC’s feedback into the plan. A close to final version will be available in the fall.  
  - Cluster hire  
    o 2 OHSU positions approved  
    o 2 PSU positions are in the process of being approved  
  - Advertising & Marketing will start in the Fall  
  - Position Description – would like to have this committee involved in writing the PD |  

Updates on Catalyst Awards |  
  - Three applications were received. As long as there aren’t any red flags or are non-research focused, all three applications are eligible to be funded. |  

Potential Research Committee Activities for next AY |  
  - Research Retreat - Possibly split into two sessions: Intellectual retreat & administrative retreat  
    o Discuss pain points of collaborating between OHSU & PSU with concrete examples and make the connection | Please forward any items members would like to propose.
What is the faculty community engagement in the Research Mission and how does it impact individuals?

- Supporting/involving students in research
  - Training grants & R01’s – start a list of training grants available
  - Diversity supplements
- Faculty development
- Discussion around expanding the kick-starter award
- Approaching foundations or known groups to help direct students to other funding opportunities
- The committee could sponsor a learning session or panel that help student with grant applications

**Meeting Wrap Up**

- Finding a new chair for next year

**Meeting Closure:** The meeting concluded at 4:00PM

**Next Scheduled Meeting:** October 25, 2022 10:30AM – 12:00PM