



**SPH Research Committee  
Fall 2021 Meeting  
Friday, November 18th | 1:30pm - 3:00pm  
Zoom**

**Welcome and Introductions** (*Facilitator: [REDACTED], Purpose: [REDACTED]*)

- [REDACTED] Associate Dean for Research
- New committee members

**SPH Research Committee Charge** (*Facilitator: [REDACTED], Purpose: Discuss and Clarify*)

- Supporting documentation: Research Committee description from SPH bylaws (attached)

**Visioning/Prioritizing for this year** (*Facilitator: [REDACTED], Purpose: Discuss and Plan*)

- Pilot grants program – Prior grants: Catalyst (\$25k), Kickstarter (\$5k)
  - 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: [REDACTED], Purpose: Discuss and Decide*)

- Develop process for nominating/selecting student representative before next quarterly meeting
  - ACTION ITEM: Chair will contact the Student Leadership Council and ask that they identify a representative for the Research Committee

**Meeting frequency** (*Facilitator: [REDACTED], Purpose: Discuss and Decide*)

ACTION ITEM: Monthly meeting schedule decided. Administrative support will follow up

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

*\*Attachments on Sharepoint*

Next SPH Research Committee Meeting: TBD



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

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

**Attendees**

	Representing	Member
1	OHSU	[REDACTED]
2	PSU	[REDACTED]
3	OHSU	[REDACTED]
4	OHSU	[REDACTED]
5	OHSU	[REDACTED]
6	OHSU	[REDACTED]
7	OHSU	[REDACTED]
8	PSU	[REDACTED]
9	OHSU	[REDACTED]

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

**Members Absent:** [REDACTED]

Agenda Item	Discussion & Documents	Action
Welcome and Introductions ([REDACTED])	<ul style="list-style-type: none"> <li>New attendees</li> <li>Announcements</li> </ul>	
Review of minutes from November 2021 meeting ([REDACTED])	<a href="#">(Link to minutes)</a>	Minutes Approved
SPH Research Goals ([REDACTED])	<p><a href="#">Research Goals for Committee</a></p> <ul style="list-style-type: none"> <li>Feedback is needed on what goals to focus on this next year, short term and long term.               <ul style="list-style-type: none"> <li>There are 4 goals and would like to have 3 – 4 strategies max under each goal.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>[REDACTED] will send email to committee members with goals matrix attached.</li> <li>Committee members send feedback to [REDACTED] via email <b>by February 7th.</b></li> </ul>
Follow-up on Item from Visioning/Prioritizing discussions in 11/2021 ([REDACTED])	<ul style="list-style-type: none"> <li>SPH Pilot Grants               <ul style="list-style-type: none"> <li>Kickstarter grant is still active and is accessible via in the competitive application portal. Deadline extended to June 30, 2022. <a href="https://ohsu.infoready4.com/">https://ohsu.infoready4.com/</a></li> <li>Catalyst grants – Not posted but goal is to have it posted by the end of February. Deadline will be April 1, 2022.</li> <li>Synergize RFP application with the above two grants</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Committee members please identify websites/links that serve as Academic Research Institutions for</li> </ul>



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	<ul style="list-style-type: none"> <li>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).</li> <li>Website buildout of research sections – Will discuss in more detail at February committee meeting.</li> </ul>	review at next committee meeting.
Student representative on committee (██████)	<ul style="list-style-type: none"> <li>Chair reached out to the Student Leadership Council, waiting to hear back.</li> <li>Chair will update the committee when the Student Leadership Council replies.</li> </ul>	<ul style="list-style-type: none"> <li>Chair to contact the doctoral program chairs.</li> <li>Committee Members – If you know of a student, please let the Committee Chair know.</li> </ul>
Research Staff representative on committee (██████)	<ul style="list-style-type: none"> <li>Chair will revisit and figure out a process.</li> </ul>	
Meeting frequency (██████)	<ul style="list-style-type: none"> <li>Committee to meet on a monthly basis for 90 minutes.</li> </ul>	<ul style="list-style-type: none"> <li>Admin support will send doodle polls to schedule a meeting series for the remainder of the year.</li> </ul>

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

**Next Scheduled Meeting: February 25, 2022 from 9:30 –**

**11:00am**



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**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 [REDACTED]	<ul style="list-style-type: none"> <li>New attendees – Student Representative, [REDACTED]</li> </ul>	
Review of minutes from January meeting [REDACTED]	<a href="#">(Link to minutes)</a>	Minutes Approved
SPH Website – Revamping Research [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.



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	<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 ██████████</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. Link to registration: <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 [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



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

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

**Attendees**

	Representing	Member
1	OHSU	[REDACTED]
2	PSU	[REDACTED]
3	OHSU	[REDACTED]
4	PSU	[REDACTED]
5	OHSU	[REDACTED]
6	OHSU	[REDACTED]
7	OHSU	[REDACTED] - Chair

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

**Ex-Officio Members Present:** N/A

**Members Absent:** [REDACTED]

Agenda Item	Discussion & Documents	Action
Welcome and Announcements [REDACTED]		
Review of minutes from February's meeting [REDACTED]	<a href="#">(Link to minutes)</a>	<ul style="list-style-type: none"> <li>Minutes Approved</li> </ul>
Catalyst Awards Reviews [REDACTED]	<ul style="list-style-type: none"> <li>Applications due 5/1/2022               <ul style="list-style-type: none"> <li>There have been 2 applicants indicating they will apply.</li> <li>[REDACTED] has the tentative title and will share it with the committee.</li> </ul> </li> <li>Reviewer selection process               <ul style="list-style-type: none"> <li>Suggested using affiliate faculty as reviewers. Will need to retrieve list of affiliate faculty.</li> </ul> </li> <li>Review timeframe: Aiming to have responses back by the end of May, early June.</li> <li>Reviewers will be compensated.</li> <li>Review Matrix               <ul style="list-style-type: none"> <li>[REDACTED] has template copies that the committee can use as a starting point.</li> <li>Collate reviews and circulate to the committee for feedback</li> </ul> </li> <li>Including master's degree students               <ul style="list-style-type: none"> <li>Student involvement may be a challenge but valuable for the future vision.</li> <li>Reach out to SLC for feedback - Committee is meeting at the end of April.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>[REDACTED] will send out a reminder about the Catalyst Award.</li> <li>[REDACTED] will share the matrix templates with the committee.</li> <li>[REDACTED] will create a process for the SLC to review.</li> </ul>



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	<ul style="list-style-type: none"> <li>▪ Will need to determine the time commitment for the SLC.</li> </ul>	
Defining Research Expertise (██████)	<ul style="list-style-type: none"> <li>• How to define “research” faculty in SPH?               <ul style="list-style-type: none"> <li>○ Keywords</li> <li>○ Take an existing <a href="#">list such as the APHA</a></li> </ul> </li> <li>• How to define/disseminate areas of expertise for School and Faculty?               <ul style="list-style-type: none"> <li>○ Areas of expertise</li> <li>○ Research of interest – Primary methodology</li> <li>○ Qualtrics survey to collect data                   <ul style="list-style-type: none"> <li>▪ What organizations are you a member of?</li> <li>▪ Areas of expertise</li> <li>▪ Research of interest – Primary methodology</li> <li>▪ Policy related</li> </ul> </li> <li>○ Are there any characteristics of your work that were not listed?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The ██████ will develop Qualtrics Survey.</li> </ul>
SPH faculty for Award Nomination Ideas (██████)	<ul style="list-style-type: none"> <li>• Nominating colleagues for internal and external awards</li> <li>• <a href="#">See attached document</a></li> </ul>	
Additional Topics/Areas for Research Committee to pursue into next AY (██████)	<ul style="list-style-type: none"> <li>• SPH. Faculty Awards will be an ongoing agenda item.</li> <li>• Medical Research Funding Award</li> </ul>	<ul style="list-style-type: none"> <li>• ██████ will send info to Admin Support to add Medical Research Funding Award to the SPH Faculty awards list.</li> </ul>
Meeting Wrap Up (██████)		

**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**

	Representing	Member
1	OHSU	[REDACTED]
2	PSU	[REDACTED]
3	OHSU	[REDACTED]
4	PSU	[REDACTED]
5	OHSU	[REDACTED]
6	OHSU	[REDACTED]
7	OHSU	[REDACTED]
8	OHSU	[REDACTED]
9	OHSU	[REDACTED]

**Non-Voting Members Present:** [REDACTED]

**Ex-Officio Members Present:** N/A

**Members Absent:** N/A

Agenda Item	Discussion & Documents	Action
Welcome and Announcements [REDACTED]	<ul style="list-style-type: none"> <li>New committee member needed for next ACY – preferably a PSU member</li> </ul>	Committee members, please send any names for a potential approach to [REDACTED].
Review of minutes from March’s meeting [REDACTED]	<a href="#">(Link to minutes)</a>	
Catalyst Awards Reviews [REDACTED]	<ul style="list-style-type: none"> <li>Applications due 5/1/2022</li> <li>2 applicants indicating they will apply</li> <li>Committee reviewed the <a href="#">written review templates</a> and made suggested edits to Criterion                             <ul style="list-style-type: none"> <li>Criterion needs to reflect what the applicant is being asked.                                     <ul style="list-style-type: none"> <li>Significance</li> <li>Investigator</li> <li>Innovation → Plans for continued research</li> <li>Approach → Timeline</li> <li>Environment → Collaborations</li> </ul> </li> </ul> </li> </ul>	Chair will make edits to the written review template.
Continued discussion on SPH Strategic Goals for Research [REDACTED]	<ul style="list-style-type: none"> <li>[REDACTED] reviewed the refined strategies 4.1 – 4.3 that include tactics 4.1.1 – 4.3.3  <a href="#">Research Goals 4.18.22.xlsx</a></li> </ul>	

	<ul style="list-style-type: none"> <li>• What the best way to present this to faculty? <ul style="list-style-type: none"> <li>○ Present at the Faculty &amp; Staff Meeting with a Jam Board</li> <li>○ Schedule separate meetings with the Biostat, Epi groups, etc.</li> </ul> </li> </ul>	
Follow-up: Defining Research Expertise ██████████	<ul style="list-style-type: none"> <li>• ██████████ shared the current <a href="#">APHA list</a> of defined expertise's; Committee collectively added the below <ul style="list-style-type: none"> <li>○ Biostatistics</li> <li>○ Disaster Preparedness</li> <li>○ Genetics/Genomics</li> <li>○ Genetic Research Methods</li> <li>○ Health Systems</li> <li>○ Policy Research</li> <li>○ Public Health Surveillance</li> <li>○ Rural Health</li> <li>○ Sleep</li> <li>○ Urban Planning</li> <li>○ Other</li> </ul> </li> </ul>	
Additional Topics/Areas for Research Committee to pursue into next AY		Please forward any items members would like to propose.
Meeting Wrap Up ██████████		

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

**Next Scheduled Meeting:** June 8, 2022 2:30 – 4:00PM

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

Wednesday, June 8, 2022  
 Meeting started at: 2:30p.m.  
 Location: Zoom

**Attendees**

	Representing	Member
1	OHSU	[REDACTED]
2	OHSU	[REDACTED]
4	OHSU	[REDACTED]
5	OHSU	[REDACTED]
6	OHSU	[REDACTED]
7	OHSU	[REDACTED]
8	OHSU	[REDACTED]

**Non-Voting Members Present:** N/A

**Ex-Officio Members Present:** N/A

**Members Absent:** [REDACTED]

Agenda Item	Discussion & Documents	Action
Welcome and Announcements [REDACTED]	<ul style="list-style-type: none"> <li>A new Research Committee member is needed, preferably someone from PSU.</li> <li>Committee Membership for the next academic year</li> <li>Standing item: Nominating SPH faculty/staff/students for research awards</li> </ul>	Committee members, please send suggestions to the Chair.
Review of minutes from April's meeting [REDACTED]	<a href="#">(Link to minutes)</a>	Approved
Updates [REDACTED]	<ul style="list-style-type: none"> <li>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.</li> <li>Cluster hire               <ul style="list-style-type: none"> <li>2 OHSU positions approved</li> <li>2 PSU positions are in the process of being approved</li> </ul> </li> <li>Advertising &amp; Marketing will start in the Fall</li> <li>Position Description – would like to have this committee involved in writing the PD</li> </ul>	
Updates on Catalyst Awards [REDACTED]	<ul style="list-style-type: none"> <li>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.</li> </ul>	
Potential Research Committee Activities for next AY [REDACTED]	<ul style="list-style-type: none"> <li>Research Retreat - Possibly split into two sessions: Intellectual retreat &amp; administrative retreat               <ul style="list-style-type: none"> <li>Discuss pain points of collaborating between OHSU &amp; PSU with concrete examples and make the connection</li> </ul> </li> </ul>	Please forward any items members would like to propose.

	<ul style="list-style-type: none"> <li>○ What is the faculty community engagement in the Research Mission and how does it impact individuals?</li> <li>● Supporting/involving students in research <ul style="list-style-type: none"> <li>○ Training grants &amp; R01's – start a list of training grants available</li> <li>○ Diversity supplements</li> </ul> </li> <li>● Faculty development</li> <li>● Discussion around expanding the kick-starter award</li> <li>● Approaching foundations or known groups to help direct students to other funding opportunities</li> <li>● The committee could sponsor a learning session or panel that help student with grant applications</li> </ul>	
Meeting Wrap Up [REDACTED]	<ul style="list-style-type: none"> <li>● Finding a new chair for next year</li> </ul>	The committee will need to assign a new chair in Fall 2022.

**Meeting Closure:** The meeting concluded at 4:00PM  
**Next Scheduled Meeting:** October 25, 2022 10:30AM – 12:00PM