SPH Research Committee
October 2023 Meeting
Confirmed Minutes

Wednesday, October 4, 2023
Meeting started at: 9:30 AM
Location: Zoom

Attendees

	Representing	Member
1	OHSU	██████ ██████
2	OHSU	██████
3	PSU	██████
4	OHSU	██████
5	PSU	██████
6	PSU	██████
7	PSU	██████

Non-Voting Members Present: ██

Members Absent: N/A

Agenda Item	Discussion & Documents	Action
Welcome and Announcements (██████)	Introductions of committee members	
Research website updates and plans for creating content (██████████)	Discussed and reviewed developments to the research website https://ohsu-psu-sph.org/research/ Important features to note: • Research news and updates are now being highlighted in the weekly research newsletter. ██████ is working with Communications Manager to have a regular feature of what's going on in research, the department and faculty. • ██████ is also working with HR to highlight and update any upcoming research assistant positions available, so that students know where to go to find opportunities to work directly with research and get more involved.	

	• Publications – ▓▓▓ is working with ▓▓▓ to make sure all the publications are updated. Publications are currently being pulled from PubMed. The hope is to have a more robust RSS feed built out from PubMed with the search criteria that ▓▓▓ has provided. Research Database • This is a little more complex to put on the website and is a long-term goal. ▓▓▓ is working directly with Juniper to build a CRM like database and figure out how it can be added to the website and be easily searchable. The hope is to have grants and research projects pull into this database as well. Communications Intake Forms: This is for anyone that wants to create a, have a feature about their work. o https://ohsu-psu-sph.org/communications/ o https://ohsu.ca1.qualtrics.com/jfe/form/SV_b9kEA5OZPuCzH7w	
Plan the Dec 7th research retreat (▓▓▓)	▓▓▓ will be the moderator. If you are interested in working with ▓▓▓, send her an email. ▓▓▓ will help with scheduling a sub-committee working meeting. There is a working document on the teams page for planning: SPH Research Retreat Planning Document What is the purpose of the retreat? • To create community, for people to get to know each other and their work; faculty, research staff and students. What topic and activities do we want? • Potential topics with systematic discussions: familiarization of research set, potential center of excellence on a research theme training grants, future directions website. • A good orientation item would be to re-share and summarize the faculty survey results from Spring 2023. • Potential starting activity: Scavenger hunt • Lunch conversations, "lighting style" for research interested in informal conversations about collaborations with groups, community agencies or an organization that the school is interested in fostering a research collaboration with.	• Email ▓▓▓ if you're interested in working with her on retreat planning. • ▓▓▓ will schedule a sub-committee working meeting. • ▓▓▓ will work with ▓ on budgeting for catering snacks/beverages/lunch and other items such as large sticky notes, pens and markers.

SCHOOL OF
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	Do we want to invite all students or only doctoral students? • Yes VPT 515 has been reserved all day and will be encouraging attendance in person, there will be no virtual option. Catering will be needed for snacks, lunch and beverages.	
Discussion of other priority items for upcoming meetings (██████)	• Kickstarter Award – Applications will open this weekend and will remain open until funds runs out. Something to consider is that there will most likely be more applicants than money. ○ The language and application dates from October – February. The application will be available at InfoReady (infoready4.com)	• ████ I will update the application in infoready.
Meeting Wrap Up (██████)	• Next meeting is November 1, 2023	

*Attachments on SharePoint

Meeting Closure: The meeting concluded at 11:00AM
Next Scheduled Meeting: *November 1, 2023 9:30 AM – 11:00 AM*

SPH Research Committee
November 2023 Meeting
Confirmed Minutes

Wednesday, November 1, 2023
Meeting started at: 9:30 AM
Location: Zoom

Attendees

	Representing	Member
1	OHSU	▮▮▮▮▮▮
2	PSU	▮▮▮▮▮
3	OHSU	▮▮▮▮
4	PSU	▮▮▮▮
5	PSU	▮▮▮▮▮
6	PSU	▮▮▮▮

Non-Voting Members Present: ▮▮▮▮▮ – Admin; ▮▮▮▮▮▮ (DOL); ▮▮▮▮▮ (Chair);

Members Absent: ▮▮▮▮

Agenda Item	Discussion & Documents	Action Items
Welcome and Announcements (▮▮▮)		
Review of minutes from October 2023 (▮▮▮)	*Link to minutes - Approved	
Kickstarter awards – reviewers, student award cap (▮▮▮ ▮▮)	There are a couple of reviews that need completing. These have already had presentations accepted so the DOL will move forward with approving the applications. How do we balance faculty vs. student applications for research and giving out Kickstarter? • We need to be clear about what the goal is in funding students with Kickstarter. Is the Kickstarter the correct mechanism to fund student projects?	

	○ The Kickstarter isn't designed to support educational work. It's meant to help grow research within the school. Regardless, we will need to refine the student piece on the application and the DOL will also advocate with the new incoming Dean that we need more funding for student research • What are our goals with the small funds that we have and how do we find a balance with the original goal of making sure faculty have access to the funds for their research needs? 50/50, $15k for faculty and $15k for students • Kickstarter reviewers on the committee are ▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇	
PSU faculty researcher of the year award (▇▇▇▇▇)	The RC has been charged with nominating a PSU faculty research of the year award. The nomination is due January 30, 2024. • Approach: We can send an announcement to the school via email communications asking to send nominations to the committee during the month of December and announce this at the research retreat • Review nominees at the January meeting	
Plan the Dec 7th research retreat (▇▇▇▇▇▇▇▇)	The remainder of the meeting time was used to discuss planning of the December 7, 2023, Research Retreat *Link to planning documents • Budget for food has been submitted ○ Save The Date Responses as of 11/1/23: 18 Accepted and 11 Tentative + 10 replies from students • Reminder – to include the faculty survey results and powerpoint with the final agenda and invitation report draft1 May2023.docx • ▇▇▇▇▇▇▇▇▇▇▇ will meet on Tuesday, Nov. 7th to finalize the agenda	• ▇▇ will do a deeper dive into the survey results to ensure they're set to present • ▇▇▇▇▇ will help set a meeting to finalize the agenda
Meeting Wrap Up & Future Discussion Items (▇▇▇▇▇)	• Continue discussion around the Kickstarter surrounding student funding • Review PSU Faculty Research of the year nominees at the January meeting	

*Attachments on SharePoint

Meeting Closure: The meeting concluded at 11:00AM
Next Scheduled Meeting: *December 6, 2023, 9:30 AM – 11:00 AM*

SPH Research Committee
December 2023 Meeting
Confirmed Minutes

Wednesday, December 6, 2023
Meeting started at: 9:30 AM
Location: Zoom

Attendees

	Representing	Member
1	OHSU	███████
2	OHSU	███████
3	PSU	██████
4	PSU	██████
5	PSU	██████

Non-Voting Members Present: ████████████████████

Members Absent: █████████████████████████

Agenda Item	Discussion & Documents	Action
Welcome and Announcements ███████)	• Welcomed new student representative to the committee	
Review November Minutes ███████)	• Quorum was not met for a motion to vote; the chair will electronically move the vote o SPH Research Committee_11.1.23_Minutes	• The chair will send an email to move the vote
Catalyst Award: RFP (███████)	• RFP is ready to go, it just needs to go live in the first week of January with a deadline of end of May	• █████ will make the application go live the first week of January
PSU Researcher of the year award process (███████)	• This is a PSU award; the nominee must have a primary appointment with PSU	• The chair will create the email/survey

	• The chair will make an announcement at the Research Retreat and follow-up with an email asking for nominations via survey • Request from nominees: CV, a brief nomination piece (1 page) and a bio sketch • Self-nominations: Committee agreed to allow people to nominate themselves • The next committee meeting is set before the deadline; the committee will send the DOL their vote via email. If anything is not able to be resolved, a zoom meeting might be needed • Nominations are due January 15, 2024	
Research retreat final preparations (██████████)	• Reviewed the order of event set-up and flow of the agenda • Create and send a survey to attendee's post retreat	• ██████ will create a survey to send after the retreat
Discussion of other priority items for upcoming meetings & Meeting Wrap Up (██████)	• January 3, 2024, from 9:30 AM – 11:00 AM	

*Attachments on SharePoint

Meeting Closure: The meeting concluded at 11:00AM
Next Scheduled Meeting: *January 3, 2024, from 9:30 AM – 11:00 AM*

SPH Research Committee
January 2024 Meeting
Confirmed Minutes

Wednesday, January 3, 2024
Meeting started at: 9:30 AM
Location: Zoom

Attendees

	Representing	Member
1	OHSU	████████████
2	PSU	██████████
3	PSU	█████████
4	OHSU	████████
5	OHSU	██████████

Non-Voting Members Present: ██

Members Absent: ████████████████████

Agenda Item	Discussion & Documents	Action
Welcome and Announcements (████████)	• Welcomed new member to the committee	
Review December Minutes (██████████)	• *Link to minutes	• The chair will move approval to an electronic vote. • Members: Send votes via email to the chair.
Research retreat debrief (███)	• Reviewed the survey results: SPH Research Retreat Dec. 7 2023_Survey Results • Brainstormed ideas on how to improve, follow-up and keep everyone engaged post retreat.	• Committe: Review the survey feedback form, if there are objections, please email ██████ or chair by 1/5/24.

	- Work on compiling information to provide a clearer guide on website participation for everyone. - Organize a focused activity to delve into budgeting and lab management ideas soon. - Looking ahead – host another SPH Research Retreat, one that includes everybody that wants to do research.	The chair will compile a summary of the retreat and send it schoolwide, along with the survey feedback form.
Catalyst Award (█████)	- The committee reviewed the application and made necessary updates for this year. - Will need to send an email to the school clarifying that people can request up to $5K but will need to provide a detailed explanation of why. - The application will be launched on 01/04/2024 with a deadline of 5/29/24. - The committee will review applications at the June meeting.	█████ Add all members to the system. █████: Send █████ emails of committee members. - DOL will send an email schoolwide about the $5k request.
Strategic Plan: Next steps (█████)	- What role does this committee have in the strategic plan for research and what do we need to do? - Committee will read through the SPH strategic plan and review at Februarys' meeting to see where we can align.	█████: Send the SPH strategic plan to all committee members for review at the next meeting.
Identify priorities for the research committee for the remainder of the ACY (█████)	- PSU Faculty Research Awards – an email went out three weeks ago and again on 1/3/24. There are currently no responses or nominations. - Kickstarter Award – keep reviewing applications. - Student Research Conference – How can this committee help support? █████ will keep us updated.	
Meeting Wrap Up (█████)		

*Attachments on SharePoint

Meeting Closure: The meeting concluded at 11:00AM
Next Scheduled Meeting: *February 7, 2024, from 9:30 AM – 11:00 AM*

SPH Research Committee
February 2024 Meeting
Minutes

Wednesday, February 7, 2024
Meeting started at: 9:30 AM
Location: Zoom

Attendees

	Representing	Member
1	OHSU	▮▮▮▮▮▮▮▮
2	OHSU	▮▮▮▮
3	PSU	▮▮▮▮
4	PSU	▮▮▮▮
5	PSU	▮▮▮▮▮

Non-Voting Members Present: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

Members Absent: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

Agenda Item	Discussion & Documents	Action
Welcome and Announcements ▮▮▮▮		
Approval of January Minutes ▮▮▮▮	*Minutes Link	
Revisit survey responses from research retreat ▮▮▮▮	Word cloud • Send this file out to faculty and staff. This should be tied to action items. One can be to apply for the Catalyst award. Another would be to apply for the Kickstarter award.	• Admin can send this to list servs when email with action items is ready.
Review SPH strategic plan ▮▮▮▮	SPH Strategic Plan • Organize the wording in the strategic plan	• Invite the Dean to a RC meeting

	• It would be beneficial to invite the Dean to our next meeting in March, even if it's just a meet and greet but to seek direction in pursuing research in the SPH. • Expanding what the research community is in the SPH ○ Untapped network with student alumni – this can serve as mentorship	
Student research conference ██████████████	Conference is on April 4, 2024 • The students are asking for a faculty speaker for the morning and afternoon breakout sessions. ████ will ask for clarification on what the breakout sessions are for. • The students are going to move away from judges this year but if this changes, ████ will let the committee know. • Research Mentor Award – will let DOL expand on this at our next meeting.	• ████ will get more details about breakout sessions.
Website subcommittee ████████	• For the last year, the subcommittee has been working on the research website with the web specialist. • Progress has been slow ○ There are a lot of static pages with no updates and there is no clear indication of what's going on in research on the website. • Please visit your page and submit any updates/changes https://ohsu.ca1.qualtrics.com/jfe/form/SV_b9kEA5OZPuCzH7w • Revisit ideas that the committee compiled a year ago *Website Inspiration - SPH. Research Committee.xlsx • Could the committee ask for funding for a consultant or expert in this area? • The subcommittee meets once a month (4th Tuesday from 12:00 – 12:50pm). If you are interested in joining, please let ████ know.	
Get out the word about Kickstarter awards ████	• No faculty have applied this year, only students • Remind faculty that they are eligible; Spread the word! • Add to the newsletter • Send a reminder in the email being sent above regarding the survey results	
Discussion of other priority items for upcoming meetings ██	• If the Deam can't make the March meeting, it can be extended to April or May • End of May, evaluate Catalyst Awards	

*Attachments on SharePoint

Meeting Closure: The meeting concluded at 10:30 AM
Next Scheduled Meeting: April 3, 2024, from 9:30 – 11:00 AM

SPH Research Committee
March 2024 Meeting
Confirmed Minutes

Wednesday, March 6, 2024
Meeting started at: 9:30 AM
Location: Zoom

Attendees

	Representing	Member
1	OHSU	██████████
2	PSU	██████████
3	OHSU	████████
4	PSU	██████
5	PSU	███████

Non-Voting Members Present: ██

Members Absent: █████████████████████

Agenda Item	Discussion & Documents	Action
Welcome and Announcements ██████		
Approve February 2024 minutes ██████	[SPH Research Committee February Minutes](#)	• Approved
Research Awards ████████	Awards that the RC should be promoting at OHSU & PSU • Researcher of the year (PSU award, 1x a year) • Faculty senate award (OHSU 1x every 4 years) How do we get people to nominate, make it an easier process and valuable? • The RC could kick off the nominations to promote research • Share previous year's winners – The Dean could send an email, or we could post a video of the winner, along with any highlights o This could also live on the website	

	• Share previous years of applications for example • Create a rubric	
Student conference update - April 2024 (██████████)	• Will be held in the ballroom at PSU – Smith Memorial Student Union • Subcommittee has been formed to start planning; nothing has been finalized • Topics are still TBD but breakout sessions will still take place	
Research retreat follow-up ██████	• ██ is working on composing an update/overview email from the RC to the faculty o A draft email will be sent to the committee, please review and send edits to ██ • RC will start planning for a possible spring retreat o In addition to the retreat have three short virtual seminar series - the committee can invite a speaker, and talk about some aspect of planning research, professional development/management, supporting grant writing and submission, how to incorporate students into your grant. • ████████████ • Research Administration Partner Pod (OHSU)	• ██ will compose email and circulate it for feedback/edits.
Research website ██████ ████	Last month's meeting was cancelled but we did receive an email update. Research Webpage: https://ohsu-psu-sph.org/research/ Updates: • The research page has been updated to include the downloadable PDF of all SPH faculty research projects • The publication list has been updated to include the latest faculty research publications from ████████████. o The page is currently a static page because there have been issues trying to update it automatically. Ongoing projects: • Publications RSS Feed • Research Project Directory/Faculty Directory	

	If any committee members are interested in joining these monthly website meetings, please let ▮▮▮▮▮ know.	

Grant Writing Support
▮▮▮▮▮▮▮▮▮▮
	• The Grant Village – an intensive grant writing, will start in September 2024. Faculty that are part of this will meet regularly to write parts of their grant but also receive feedback, research mentorship and have access to experts on various aspects of grant writing. Support will also include some funding; class buyout or FTE coverage to help allocate time to do this work.
	• Accountability partners or groups
	    o Setup a group review once a year
	• Have a group of people willing to be available for a mutual peer review.
	    o Is there a role that the RC can play in this? Perhaps take 1 meeting quarterly to review people's AIMS pages and give feedback.
	    o Ask secondary and affiliate appointed faculty members to review grants quarterly.
		• DOL will touch base with AD for Academic Affairs regarding secondary & affiliate faculty and what their current roles or asks are in the school.

Discussion of other priority items for upcoming meetings ▮▮▮▮▮	• The catalyst awards are coming up in May • Research seminars and retreat • Support for dissertation grants for PhD students o Chairs need NIH funding	

Meeting Closure: The meeting concluded at 11:00AM
Next Scheduled Meeting: *April 3, 9:30 AM – 11:00 AM*

SPH Research Committee
April 2024 Meeting
Confirmed Minutes

Wednesday, April 3, 2024
Meeting started at: 9:30 AM
Location: Zoom

Attendees

	Representing	Member
1	OHSU	████████
2	OHSU	████
3	PSU	████
4	OHSU	████

Non-Voting Members Present: ████████████████████████████████

Members Absent: ████████████████████████████

Agenda Item	Discussion & Documents	Action
Welcome and Announcements ████		
Approve March 2024 minutes ████	Quorum not met. The chair will move the vote electronically.	██ will send an email to move vote.
Update on SPH student research conference ████	It's been unclear regarding times for events/agenda, for future conferences, ██ will advise SLC for clearer and more consistent communications on events.	
Prep for upcoming meeting with Dean ████ ████	Dean ████ will be joining us for the May meeting. At the moment, the meeting is setup as open discussion, but it would be ideal to have topics to discuss • Who in the SPH is working in the Knight Cancer Research • Process for what RC is planning to support faculty and the research enterprise • Any specific asks of him o Budget (i.e.: research retreats; seminar series) • What does research in the sph look like and is research being represented	██ will collate survey info from the research retreat and share with the Dean.

	• Ask the Dean
	  ○ Where does research fit into his priorities
	  ○ Building relationships with local system	

SPH research spring seminar series ▮	Hold a meeting 1x a month or quarterly (timing is still TBD) with a speaker in person but hold the meeting as hybrid (same day, same time every month). ▮▮ can support this administratively. We can announce the first one but also ask for feedback on how often people think this should happen. Potential speakers to invite. This can be speaker or panel style; we can ask which would be appropriate for their talk. • ▮▮▮ (give options on how she'd like to present) • ▮▮▮ • A panel of environmentalists that address climate change Invite the Research Administration Partner Pod at present – ▮ can possibly facilitate this • Talk about what various software are available • What programs exist • How should you be monitoring your grant • How to manage a grant	Identify date/time to have the first seminar series. ▮ will contact ▮▮▮ to ask if she can be our first speaker. Will need to verify funds for catering food.
Peer review support and affiliate faculty engagement ▮▮	What do affiliate faculty do and can we ask them to do things such as peer reviews? The affiliate faculty currently do not have heavy asks from the school. However, ▮▮▮ has a meeting scheduled with the AD of Faculty Affairs to go over this. This doesn't seem like it'll be too big of an ask but more details to come!	
Confirm Catalyst award review schedule ▮▮	The deadline is set for May 29, the committee will review it at the June 5 meeting.	

Discussion of SPH Research Themes: Review Faculty survey results and Strategic Plan ▮	• The top 5 themes. It would be nice to know who is affiliated with these and curate the content of their work.
	  ○ Social determinants of health
	  ○ Health systems policy
	  ○ Research
	  ○ Health equity
	  ○ Mental health	

	• These themes are going to be publicly disseminated
	    ○ Add the survey results to the research webpage
	    ○ We can ask the web specialist to pull from the research newsletter and the survey to update the website.	

Discussion of other priority items for upcoming meetings ▇▇▇▇		
Meeting Wrap Up ▇▇▇▇	Next meeting is scheduled for May 1, 9:30 AM – 11:00 AM.	

*Attachments on SharePoint

Meeting Closure: The meeting concluded at 11:00AM
Next Scheduled Meeting: *May 1, 9:30 AM – 11:00 AM*

**SPH Research Committee May
2024 Meeting Minutes**

Wednesday, May 1, 2024
Meeting started at: 9:30 AM
Location: Zoom

Attendees

	Representing	Member
1	OHSU	████████████
2	OHSU	██████
3	PSU	██████
4	OHSU	███████
5	OHSU	███████

Non-Voting Members Present: ████████████████████████

Members Absent: ████████████████████████

Agenda Item	Discussion & Documents	Action
Approve April 2024 minutes ██████)	*Link	Approved
Meet with ████████ *(60* ████████ was unable to attend the meeting. *minutes)*		Admin will send the Dean an invitation for June's meeting.
Debrief on student research conference *(Facilitator:* ██████████ *)*	Overall, it went well and was a positive experience. The organizers said they received a lot of constructive feedback which they will be taking back in the hope of improving future conferences; such as improving communications about timing.	
Research Seminar Series *(Facilitator:* ██████ *)*	██████████████ will be speaking at the first seminar series in June. Please fill out the doodle poll to narrow down some dates. It will be hybrid, VPT 515 and zoom.	██████████████ about creating a flyer and posting the event to the website.

	will work with █████████ to create a flyer to email it schoolwide and also add it to the webpage events calendar. █████████ is a tentative yes to be a speaker in the fall.	
Planning for Catalyst award review process *(Facilitator:* █████ *)*	The deadline is set for May 29th and the committee will meet on June 5th to review applications using a rubric. Reminders and highlights have gone out in the monthly Research Newsletter.	
Discussion of other priority items for upcoming meetings *(Facilitator:* █████ *)*	How can the RC help with future student research conferences? Research page - Have a spot to highlight student research Research Retreat - Create a doodle poll for December	
Meeting Wrap Up *(Facilitator:* █████ *)*	Next meeting is scheduled for June 5, 9:30 AM – 11:00 AM.	

*Attachments on SharePoint

Meeting Closure: The meeting concluded at 10:30AM
Next Scheduled Meeting: *June 5, 2024, from 9:30 AM – 11:00 AM*