FDP Membership Standing Committee
Minutes for August 28, 2012
Washington, DC

1. Welcome by Co-Chairs – Maggie Griscavage and Joanna Rom
    a. The meeting was called to order at 8:08 a.m.
    b. Committee members were introduced
    c. A sign-in sheet was circulated
    d. Minutes from the May 15, 2012 meeting were approved

Present:

Co-Chairs Maggie Griscavage/University of Alaska Fairbanks and Joanna Rom/National Science Foundation

Joanne Altieri/University of Kansas, Charisse Carney-Nunes/National Science Foundation, Sarah Cusimano/University of Southern California, Andrea Deaton/University of Oklahoma, Becky Hayes/Kent State University, Helene Moynahan/University of Maryland, College Park, Debra Murphy/Arizona State University, Robyn Remotigue/Mississippi State University, Sue Ross/Columbia University, Anne Sherman/University of Houston, Jane Zuber/Texas A&M Research Foundation

2. Discussion of mentoring at this meeting.

    a. Discussion of mentoring for technical members. Committee recognizes that there aren't enough technical member volunteers to mentor new technical members. Maggie suggested talking to the eRA committee to see what they would like the outcome to be if we ask at registration time "are you a first time attendee and do you want a mentor?" We will reach out to Ron Splittgerber and ask him to provide feedback about this issue.

    b. Maggie thanked Robyn and Becky for their subcommittee's support with this meeting's mentoring efforts.

3. Membership report

    a. The report request will go out within the next two weeks. When the annual report goes out to administrative representatives, the faculty representative will be copied as well on the e-mail so they can provide some assistance to the administrative representative if needed. Reports will be due by November 1, 2012. The committee may ask a question regarding FDP Phase VI in the report, asking whether or not institutions are interested in joining FDP for Phase VI.

The committee will start tracking whether institutions attend at least two out of three consecutive meetings. While recognizing that individual members may not always be able to attend FDP meetings, a representative from the institution is expected to be at all meetings.

b. Maggie introduced the question of whether membership would be capped, and that discussion will continue. FDP expects member institutions to have both an administrative representative and a faculty representative attend all meetings, so we'll need to take a look at the members' attendance and involvement in meetings.

c. Federal attendance increased this meeting, per David Wright. Debbie Rafi replaced Joe Ellis as the federal lead. The Research Business Models group has also been involved (this is a subcommittee of OSTP).   We'll look at that group's expectations of FDP and will use the information to encourage federal involvement.

4. ERI Luncheon

a. Charisse reported on the luncheon held yesterday for ERI institutions. Several federal agencies were involved (NSF, NIH, EPA, USDA/NIFA). ERIs had a lot of questions about post-award management previously, so NSF hosted a pilot webinar on post-award monitoring session for ERIs. This helped provide some questions and answers for the luncheon yesterday. There were still a lot of questions from this group about pre- and post-award management. Charisse said that the pilot they'll put together for ERIs will likely involve training. FDP can encourage larger member institutions to provide some training and assistance to ERIs.

b. Joanna said we could ask a question on our annual report regarding larger institutions' involvement with ERIs. The committee will discuss how that information can be collected so as to be most useful. Discussion ensued as to the best way to provide training to ERIs and how larger institutions can participate in training and development with ERIs. We'll want to collect data that is useful to furthering the ERIs' work. The question will be prefaced with "this is an ERI subcommittee question."

5. New Business
   None

6. Adjournment
   The meeting was adjourned at 8:48 a.m.