

Minutes of Enrichment Committee Meeting

November 3, 2010

Present: Dawn Padula, Ben Tromly, Jennifer Utrata, Danny McMillian, Peter Greenfield, Brendan Lanctot, Sunil Kukreja, Jim Evans, Heidi Orloff

1. Call to order
2. Approval of Minutes from October 6th
3. Announcements:
 - a. The subcommittee assigned to student research grant requests will convene November 19th at 1 p.m.
 - b. The subcommittee assigned to faculty research grant requests will meet soon after the December 1st application deadline, exact date and time TBD.
 - c. Next meeting of the full UEC committee is December 1st.
4. 1st Order of Business: Consider making it possible for applicants with pending sabbaticals to whose projects will require IRB approval to apply for funding before IRB approval has been granted.

Based on IRB timelines, Heidi Orloff suggested the requirement that applications be submitted at least one semester in advance. She also suggested that for research involving the use of human participants, no funds should be released until IRB approval. Sunil Kukreja suggested that requirement might become too administratively burdensome for the UEC. He suggested the UEC consider an advisory rather than enforcement role. He mentioned that a faculty pledge to abide by current faculty research guidelines might suffice. Jim Evans suggested that submission for IRB approval could suffice. The discussion ended with the decision to postpone a final decision until the next meeting. The two choices under consideration are 1) submission of requests for UEC funding and IRB approval will occur at the same time and be sufficient for UEC funding consideration, or 2) a faculty pledge to abide by faculty research guidelines will suffice for UEC funding consideration. In the interim, Sunil will research legal implications of the pledge.

5. 2nd Order of Business: Consider standardizing reimbursement for mailing and printing costs.

Based on Danny McMillian's research of the issue, with assistance from Prof. George Tomlin, the estimated mailing and printing costs range from \$477 - \$528. The low-end number assumes a 10% response from those surveyed and the high-end number represents a 50% response rate. The high-end response is seen with surveys of those in the same discipline (OTs surveying practicing OTs), while the low-end response is seen when surveying other disciplines. Other assumptions

include: 1) 250 initial mailings, 2) 50% mailing of reminders, 3) \$.20 for letterhead, envelopes, SASE; \$.44 postage; \$.50 postage charge for surveys returned.

6. Adjournment