

**UNDSMHS Research Committee**  
**Wednesday, March 27, 2024**  
**Virtual Zoom Meeting**

**Present:** Jamie Foster, Colin Combs, Sandeep Singhal, Andrew Williams, Motoki Takaku, Shawnda Schroeder, Devon Olson, Mikhail Golovko, Collette Adamsen, Ken Ruit, Masfique Mehedi

**Absent:** Sarah Sletten, Erika Johnson

Agenda Item	Summary	Action/Follow-up
Call meeting to order	Dr. Foster called the meeting to order at 2:04pm.	
Approval of minutes from Feb. 28, 2024	February minutes were reviewed.	<ul style="list-style-type: none"> <li>• Dr. Golovko moved to approved the January minutes and Dr. Takaku seconded. The motion to approve was unanimously approved by the attending members.</li> </ul>
Frank Low Research Day <ul style="list-style-type: none"> <li>• Submissions to date (posters vs videos)</li> <li>• Judges update (Drs. Mehedi &amp; Takaku)</li> <li>• Program process and content for program vs proceedings (Erika)</li> <li>• Allowable items for Dr. Amara (gifts?)</li> <li>• Requested a title for Dr. Amara's talk and a short bio</li> </ul>	<ul style="list-style-type: none"> <li>• 74 submissions received so far.</li> <li>• Last year there were 139 submissions.</li> <li>• Deadline for abstract submission is April 1.</li> <li>• Dr. Amara will be flying in on April 10. We have received her bio and keynote title.</li> <li>• Most students want their abstract published in the proceedings. We need to make sure to exclude those that do not want theirs included.</li> <li>• The library is putting together the proceedings and program.</li> <li>• Title, authors, contact and abstract body are info we are collecting to be included in program. Also included in the program is info on Frank Low and keynote speaker, schedule of the day, videos and Zoom room links.</li> <li>• All abstracts will be included in the program.</li> <li>• Proceedings will be published after the event and will just include abstracts, but not those that have selected to not be included. We should reach out to those students and ask for a short summary of their abstract.</li> <li>• 25 judges have volunteered so far. 10 have volunteered for abstract judging, the rest for poster judging the day of.</li> <li>• Last year we had less than 25 judges.</li> <li>• Dr. Foster volunteered to help with judging.</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Foster to rework schedule and send out to committee members.</li> <li>• Nikki to book meeting room for judges for the day of the event.</li> <li>• Nikki to check with IT about Zoom link for keynote speech.</li> </ul>

	<ul style="list-style-type: none"> <li>• Is it allowable to give Dr. Amara a gift? Ideas include a North Dakota specific item (chippers), UND swag or a plaque. They have given NIH employees things like chippers in the past.</li> <li>• 4 video presentations have been received so far.</li> <li>• Dr. Foster has started working on a tentative schedule of the day.</li> <li>• We will need to reach out to IT to get a Zoom link set up for the keynote speech.</li> <li>• Nikki to reserve meeting room for judges for the day of.</li> <li>• Should we give awards out in person that day? Logistics would be tricky and there might not be time at the end of the day. If it won't work the day of, maybe have a ceremony on a different day. One thing to consider is that virtual presenters won't be there.</li> <li>• Judges could use One Drive to help streamline the judging process.</li> <li>• We should be able to accommodate all posters in the West Atrium and keep them up all day.</li> <li>• Dr. Foster will look into switching schedule around to allow for judges to be able to spend more time on each poster.</li> <li>• Could we use a Qualtrics survey for more streamlined judging?</li> </ul>	
<p>SMHS seed grant program</p> <ul style="list-style-type: none"> <li>• Results from seed funding survey</li> <li>• Issue request for proposals?</li> </ul>	<ul style="list-style-type: none"> <li>• Seed grant ROI data reviewed.</li> <li>• Dr. Foster to send out last year's call for proposals to committee for review.</li> <li>• Should try to do it before end of this fiscal year. Usually call for proposals go out in the spring.</li> <li>• There is no set budget for this program. In the past usually 3-4 proposals have been funded each year.</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Foster to send out last year's call for proposals to committee for review.</li> </ul>
<p>Announcements</p>		
<p>Adjournment</p>	<p>Meeting was adjourned at 2:58pm.</p>	