Office of Sponsored Program Administration
Grants and Contracts Support Group
July 23, 2004

Minutes

1) Mary Licklider “Grant writing network”
2) Topics listed below – see slides for more information.
   a. MU Network (grant writers), role of grant writers, open invitation to
      grant writer meetings (contact Mary Licklider for time and place)
   b. MU Network, who’s who in the departments
   c. MU Network professional development activities
   d. MU Network services available to campus, finding potential sponsors,
      resources available, help with grant writing, etc. - see presentation.

3) Russ Zguta “Role of the Faculty Fellow”
   a. The Faculty Fellow was created by the Office of Research to review
      the funding applications for internal funding available to campus
      faculty.
   b. Acts as ombudsman for declined applications between the faculty
      applying and Research Council
   c. Faculty Fellow is a tenured professor.

4) Tom Sharpe “The Office of Technology of Special Projects (OTSP)” Topics
    listed below.
   a. OTSP created by the Bye-Dole Act which protects the intellectual
      property invented using federal funding for institutions in which the
      invention is housed. – for properties of OTSP, see presentation.
   b. Property is considered patentable if it is new, novel and is a non-
      obvious change with commercial potential. – see presentation.
   c. Traditional Patent-Licensing activities
   d. Start-ups on Entrepreneurial Activities (Start-ups based on University
      Technology)
   e. Building relationships with the Industrial Sector
   f. The Act of Invention: Conception and Reduction to Practice– see
      presentation
   g. Steps to Obtaining a patent. – see presentation
   h. Licensing Issues
   i. Royalty Distributions
   j. Contact Information

5) Melissa Baldwin “Internal Funding Programs” – slide presentation attached.
   Topics listed below – see slides for more information.
   a. Faculty research funding source availability
      1. Research Council – seed money
      2. PRIME fund – matching money
3. UM System Research Board – seed
b. Internal funding call for applications
   1. International Travel
   2. Research Leave
   3. Summer Research fellowship