

Research Planning Committee Meeting  
Wednesday, November 4, 2015  
1:45 p.m.  
Doisy Research Center, 9<sup>th</sup> Floor Conference Room  
Minutes

**Members Present:**

Enrico Di Cera, M.D., Chair  
Thomas Burris, Ph.D.  
Dale Dorsett, Ph.D.  
Daniel Hoft, M.D., Ph.D.  
Joyce Koenig, M.D.  
Jackie Kornbluth, Ph.D.  
Reigh-Yi Lin, Ph.D.  
Michael Rauchman, M.D.  
John Tavis, Ph.D.  
Joel Eissenberg, Ph.D., *ex officio*  
Paul Hauptman, M.D., *ex officio*  
Denise Johnson, *ex officio*  
William Wold, Ph.D., *ex officio*

**Members Not Present:**

John Edwards, M.D., Ph.D.  
John Long, D.V.M., *ex officio*  
Raymond Tait, Ph.D., *ex officio*

**Guests:**

Kathy Barbeau  
Tammy Grant  
Justin Lacy  
Mickey Luna, J.D.  
Marie Reynolds

Enrico Di Cera, M.D., chair, called the meeting of the Research Planning Committee (RPC) of the Saint Louis University School of Medicine to order at 1:45 p.m. on Wednesday, November 4, 2015, in the Doisy Research Center, 9<sup>th</sup> Floor Conference Room.

1.0 MINUTES

The Minutes of the September 23, 2015, meeting were approved as submitted.

2.0 NEW BUSINESS

2.1 Human Resources (HR) Issues: Mickey Luna, J.D., vice president for Human Resources, and Justin Lacy, human resources consultant, were in attendance to

discuss various issues that the School of Medicine research community is encountering with HR. A list of these issues were sent to Mr. Luna prior to the meeting. Some of the issues on the School of Medicine list are not under the control of HR, for example faculty hiring.

Mr. Luna distributed a response on the issues that can be addressed immediately (on file in the Office of Planning and Operations). He highlighted actions that have been taken to address these issues. He specifically noted the following:

- The turnaround time with getting results of the criminal background check has improved. HR is now getting results back in 24 to 72 hours, as compared to 10 to 14 days. HR is also working with Employee Health to decrease the time it takes to complete new employee health screenings. The RPC suggested that health screenings and security checks be done simultaneously.
- Summer students and visiting scientists who cannot complete their CBC in advance can utilize the HireRight system. This will allow the student or visiting scientist to start working and complete the fingerprinting upon arrival. HR is currently working on improving the onboarding process for visiting scientists, which includes an updated agreement and process for obtaining information.
- HR is working with the Finance Office to ensure that the process to post new positions is not delayed. Sometimes delays are necessary to fulfill required approvals.

It was agreed that Mr. Luna will return to meet with the RPC in three months. It was suggested that Mr. Gary Whitworth, associate dean for finance, also attend this meeting.

2.2 Guidelines for PRF Cycle 13: Dr. Di Cera thanked the committee for their feedback on the PRF Cycle 13 application. He and Dr. Ray Tait, vice president for research, have agreed to the following. The School of Medicine will announce Cycle 13 with the same guidelines as in the previous Cycle 12 and with a \$50K cap. There will be \$300K available for this cycle from Research Administration, and there will be additional funds (\$250K) from the dean's office targeted to PRF01, PRF02 and PRF03 awards under the new guidelines. All applications will undergo compliance review from Research Administration. The RPC will review all applications with an internal study section and will make recommendations for funding. Final decisions about funding in Research Administration's pool will remain with Ray Tait's office. Final decisions about funding in the dean's pool will remain with the dean's office.

3.0 RESEARCH ADMINISTRATION ANNOUNCEMENT

- 3.1 Dr. Paul Hauptman, assistant dean for clinical translational research, announced that there will be a meet and greet on December 9, 2015, for students and faculty in the School of Medicine, School of Nursing and the Doisy College of Health Sciences.

There being no further business, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,  
Denise Johnson  
Director, Planning and Operations