

Clinical Research Directors Meeting
 GME Conference Room
 October 30, 2012
 5:00 P.M.

Attendees: Dr. Todd Gress (Asst. Dean, Clinical Research), Dr. Yoram Elitsur (RD Pediatrics), Dr. Franklin Shuler (RD Orthopedics), Dr. Tracy LeGrow (RD Psychiatry), Dr. Michael Krasnow (RD Ophthalmology), Dr. Anthony Alberico (RD Neurosurgery), Dr. Robert Touchon (RD Cardiology), Dr. Ryan Stone (RD Ob Gyn), Mary Beth Cordle (CRC Administrator), Robin Ashford (CRC Coordinator)

Agenda Item	Discussion	Action
Call to order	1. Meeting called to order (5:00 p.m.)	
Approval of Minutes from 9/18/12	1. Minutes Reviewed	1. Minutes approved
Clinical Research Director Job Description	1. Job description reviewed <ul style="list-style-type: none"> a. Recommend addition of grant support & tracking with department administration b. Recommend addition that RD is liaison to CRD Committee 	1. Job description will be updated and finalized at next meeting [Gress]
FA5 <ul style="list-style-type: none"> 1. Departmental action plan 2. Documentation of departmental research 3. Sharepoint 	<ul style="list-style-type: none"> 1. Departments advised to develop their own action plans for research 2. Reminded to meet and document meetings with individual faculty 3. Documents to be posted to Sharepoint site 	<ul style="list-style-type: none"> 1. Research action plans [RDs] 2. Faculty meeting documentation every 6 months [RDs]
MUSOM Research Day	<ul style="list-style-type: none"> 1. Abstract deadline 12/15/12 2. Research symposium day before research day 	1. Encourage abstract submission
Other <ul style="list-style-type: none"> 1. Departmental research money 2. Statistical support 3. Grant writer 	<ul style="list-style-type: none"> 1. It was brought to the attention of the committee that many are unaware of how grant money is tracked/handled within each department 2. Limited statistical support at SOM 3. Grant writer requested by committee members 	<ul style="list-style-type: none"> 1. Determine how research money is managed at department level 2. Review potential sources for statistical support 3. Will review at next committee meeting
Meeting Adjourned	<ul style="list-style-type: none"> 1. Next meeting will occur in December. 2. Meeting closed (6:30 p.m.) 	