

Minutes of Internal Advisory Committee Meeting on July 12, 2016

Date/Time: Monday, July 12, 2016 2:00-3:30 PM Eastern

TCN Attendees:

InvertNet		FIC	Talia Karim
LBCC	Corinna Gries	MHC	
PALEONICHES	Bruce Lieberman	GLI	Aaron Goldberg Ken Cameron
MaCC		InvertEBase	Petra Sierwald
NEVP		SERNEC	Michael Denslow
SCAN	Neil Cobb	MiCC	Andrew Miller Rhianna Baldree Teresa Iturriaga
VACS		EPICC	Erica Clites

iDigBio Attendees:

Administration	David Jennings Jillian Goodwin	Digitization & Training	Deb Paul
Education & Outreach	Molly Phillips	Cyberinfrastructure	Joanna McCaffrey Renato Figueiredo
Research Use		Assessment & Evaluation	Shari Ellis

Meeting Location: Building 105 Room 310 and <http://idigbio.adobeconnect.com/iac/>

Recording: <http://idigbio.adobeconnect.com/p4sbtehy24v/>

RECURRING ITEMS:

Upcoming workshops/meetings/events

<https://www.idigbio.org/calendar>

TCN bi-monthly progress reports to iDigBio are due

<https://www.idigbio.org/content/tcn-bi-monthly-progress-report-idigbio>

- Thanks to the TCNs that submitted their reports in advance of the meeting. David Jennings will follow-up with the others.
- Reports from the following TCNs are included with the minutes and are archived on the IAC wiki page (https://www.idigbio.org/wiki/index.php/Internal_Advisory_Committee):

<input checked="" type="checkbox"/> InvertNet	<input checked="" type="checkbox"/> SCAN	<input checked="" type="checkbox"/> InvertEBase
<input checked="" type="checkbox"/> LBCC	<input checked="" type="checkbox"/> VACS	<input checked="" type="checkbox"/> SERNEC
<input checked="" type="checkbox"/> PALEONICHES	<input checked="" type="checkbox"/> FIC	<input checked="" type="checkbox"/> MiCC
<input checked="" type="checkbox"/> MaCC	<input checked="" type="checkbox"/> MHC	<input checked="" type="checkbox"/> EPICC
<input checked="" type="checkbox"/> NEVP	<input checked="" type="checkbox"/> GLI	

Symbiota Data

- This is a new standing item.
- Joanna reminded all to publish and republish your data with Symbiota.
 - iDigBio will not receive your data if you do not publish
 - All records must have an occurrence ID
 - Link provided for how to publish: <http://symbiota.org/docs/darwin-core-archive-data-publishing/>

DISCUSSION TOPICS:

Summit

Attendance

- New TCNs will be having their kickoff meetings at the Summit
- iDigBio is currently evaluating the number of TCN representatives it will fund for the Summit
 - The count per TCN will be dependent on the number sent by the new TCNs
 - Retired TCNs should still have a presence at the Summit, but attendance will be limited.

Structure

TCN presentations vs. posters

- Strong preference conveyed for presentations – easier to create; easier to digest information
 - Lightning talks suggested to keep presentations short and focused (e.g., 5-minutes, 1-slide)
- Many felt not enough time was given to review posters last year.
 - The area where posters were displayed was also not ideal.
- 1-2 page TCN summary in program in addition to the presentations will help to facilitate follow-up discussions.

Breakouts

- Breakout groups tend to fall into three categories: informational, brainstorming, and action-oriented
 - Some expressed dislike for informational breakouts feeling that nothing gets accomplished
 - Many felt that brainstorming and agenda/task themed breakouts tend to produce better results and provide important networking opportunities
 - The key is to define expectations for group outcomes
- The breakout summary presentations will be discontinued
 - However, it is important to consolidate key themes, action items, etc.
 - Each group will need to consolidate their discussion into a 1-page document for the Summit report
- Topic ideas:
 - Workshop/webinar planning and organization
 - TCN panel discussions
 - TCN speed-dating/ mentoring
 - How to manage PENS

- How to sustain your TCN through PENs
- Lessons Learned
- Research use/application and data gaps
- Gaps in collecting/digitizing

Featured Research Article in Monthly Newsletter

- PIs were again encouraged to highlight work within their TCN in the monthly newsletter's Research Spotlight (<https://www.idigbio.org/tags/research-spotlight>).
- Blog posts, posters, stories, etc. can all be used to highlight a project, a researcher, or an institution's use of digitized collections data.
- Email content to Shelley James (sjames@flmnh.ufl.edu)
- In the future, a link may be added to the Research section of the website to allow for submissions

Project Management Interest Group

Discussion of lessons learned relative to budgeting and CAS exemptions

- Budget justification is very important for driving what charges will ultimately be allowed or disallowed
 - Direct Cost vs. Indirect Cost
 - Continue to check the rules of your institution as these can change over time
 - Many salaries are now considered administrative (e.g. Project Manager, Project Assistant)
 - One TCN remarked that they tried to be creative and hire students as independent contractors, but the university changed its rules, and they now have to go through payroll, and the project is paying overhead for them.
 - It is always better to be proactive than reactive.
 - Be as explicit as possible in your budget justification.
 - Note that program officers cannot approve nor deny specific expenditures.
 - Institutional rules change:
 - Rules are not consistent from institution to institution
 - Rule change frequently
 - Make sure you have really good accounting, HR, and proposal support people that can help navigate the system and have good relationships with those higher up who make and enforce the rules

How to deal with management of PENs

- Sometimes can be a lot of work with little payoff – Start the process early!
- Must ask for the additional funds to be sent to TCN
- Consultant vs subcontract/subaward
 - Subaward usually carries overhead for institution
 - Consultant carries no overhead but may not be allowed by the institution
- If you have not heard a response for your proposed PEN, then it is probably a good sign.

What does it mean to sustain a TCN?

- You can keep your TCN "alive" by adding PENS
- Most important thing for ADBC is to maintain the national digitization network

Meeting Adjourned: 3:24 p.m.