

# FDP FAQ

## ABOUT FDP MEETINGS

1.Q.How do I choose which sessions to attend?

A.The agenda includes both plenary and committee/task force breakout sessions. You can attend any of the sessions you are interested in and do not need to be a member of a committee to attend a session. Of course, if you are already on a committee or working group, you are expected to attend those sessions.

2.Q.How do I get involved?

A.If you are interested in working with a particular committee, give your business card to a committee co-chair. If there is a sign-up sheet, please sign it. Your name will be added to the committee's listserv. If you don't hear from the committee, do follow up. Committee co-chairs often request assistance or ask for volunteers for a specific project.

3.Q.What is the standard dress for meetings?

A.Business attire is appropriate for the meetings. Meeting room temperatures vary, so layers are recommended.

4.Q.What is the etiquette code for FDP meetings?

A. Professional manners, attentive listening and mutual respect are critical. FDP provides a unique opportunity for communication and collaboration between institutions and federal agencies and its success depends on the positive interactions of all involved.

## ABOUT FDP

1.Q.What are my organization's obligations as a FDP member?

A.FDP member organizations are expected to attend all FDP meetings, ideally with a team including research administrator, faculty representative and, if desired, IT and compliance representatives; actively participate in FDP committees, demonstrations and surveys; complete their institution's annual report to FDP in a timely manner; and make responsible and timely payment of applicable dues and registration fees.

2.Q.How does the FDP pick its 'demonstrations' for each phase? Can I make a suggestion?

A.Members make suggestions – and if the challenge is large enough it is selected as a signature topic for the Phase. However, you don't have to wait for the Phase to begin to introduce a new topic that should be considered by the membership. Introduce it either directly to key officials (e.g., relevant committee chairs), speak about it during plenary opportunities, or ask that it be considered under any of the sub-groups and sub-committees that already exist. Be prepared to be an active participant.

3.Q.I don't have an IT representative. How do I get information on IT sessions?

A. Most of the general topics regarding IT will be discussed during open sessions or within a subgroup. You don't have to be an IT person to attend an IT session. Take notes or, when they're posted, download presentations and provide the information to your IT officers for their review and feedback. As a member institution you may contact any of the committees at any time.

4.Q. We're an Emerging Research Institution (ERI), can I become a member of a sub-committee? How do I do that?

A. Yes, you can. Your status in membership doesn't drive how or at what level you can participate. You can find the subcommittee leader(s) and email them your interest; you can attend subcommittee meetings and introduce yourself; and you can let any FDP officer know so they can connect you up to the right group(s).

5.Q.Can I get Continuing Education Units for attending FDP meetings?

A. No, FDP is not a training meeting, so CEU's are not offered. FDP meetings, which are part of ongoing FDP activities throughout the year are interactive meetings between federal representatives and universities. While you will learn things at the meeting, you are also encouraged to participate and provide productive feedback.

6.Q.What is the role of vendors at FDP meetings?

A. While FDP is not a sales meeting, vendors may register and attend as "friends" of the FDP. FDP does not advocate or endorse any particular technical solution or supplier.

