MINUTES
October 9, 2008

Members Present: Alan Almquist, Judy Clarence, Vahid Fozdar, Ray Garcia, Ching-Lih Jan, Victoria Jensen, Chris Kitting, Julia Olkin

Members Absent: Steve Shmanske, Rhea Williamson

The meeting was called to order at 2:10 PM.

1. Approval of minutes of Sept. 25, 2008:
   Motion by Kitting, Garcia second, unanimous approval.

2. Amend “Policies & Procedures for Committee Operation” 2006-07 CR 2 to add two more Regular Committees (Institutional Animal Care and Use Committee and Organized Research Unit Subcommittee).
   The committee agreed that the above two committees should be added. However, the committee would like Rhea Williamson’s input before the amendments are finalized. This agenda item was tabled for the next meeting.

3. Report of the Presidential Appointee, Vicky Jensen:
   (1) A workshop for newly hired faculty was held on October 8, 2008. Seventeen faculty attended.
   A suggestion was made by Judy Clarence to post the documents distributed in the workshop on Sharepoint. Vicky Jensen will follow up and do this.
   (2) Caron Inouye’s request to re-budget her two active FSGs and purchase equipment:
   The committee discussed this request for a no-cost extension and re-budgeting. The Committee agreed to the request, given Prof. Inouye’s justification of the events that had delayed her research, the need for the spectrometer for her research, and her expected completion of the research by the end of AY 08-09.
   Motion by Kitting, Garcia second, unanimous approval.

4. New Business
   (1) Proposal review for New Faculty Support Grants:
   The committee requested that ORSP first screen out the proposals that do not follow the application instructions. Each committee member should then review all the eligible applications. ORSP will provide an Evaluation Sheet that the committee members may
use in scoring each application. As stated in the review criteria, committee members shall consider whether the amount requested aligns with the proposed activities. The committee was reminded of the dates to pick up proposals and to submit rankings to Chair.

(2) Revise award letters to include terms and conditions:

ORSP typically sends out award and rejection letters to applicants, based on the Committee’s decisions and comments. The Committee concurred with ORSP’s suggestion to revise the award letter by adding “terms and conditions” and require the recipient to sign the award letter and return a copy to ORSP. This process will reinforce the recipients’ understanding of the proper implementation of the research grant, e.g. awards are State funds and proper accounting procedures must be followed; faculty must obtain approval of protocols for use of human or animal subjects before beginning their research.

Motion by Kitting, Garcia second, unanimous approval.

(3) Discussion on restricting applications from faculty who have received previous Faculty Research Grants:

The committee had a discussion about the equity of allowing faculty to receive FSGs year after year, versus using the funds as “seed” money to jump start external funding. However, not all projects are pilot projects that will lead to external funding; many projects, particularly in the Humanities, are self-contained publication projects. Also, a firm restriction on number of grants would preclude applicants from applying for completely different projects. The committee concluded that it was not advisable to make a blanket restriction on how many grants a faculty member can receive.

(4) Procedure for approving changes to Faculty Support Grant awards:

Jensen reported that, currently, requests to make minor changes (e.g. minor budget revisions, no-cost-extensions for up to one year) are reviewed and approved by her office. However, requests to make significant budget adjustments (e.g. moving funds from student salary to another category) or extend the end date beyond one additional year are presented to the Chair of the CR. The committee agreed that such major changes should have prior approval by the CR.

The meeting was adjourned at 3:31 PM.