University Research Committee 2017-2018

AGENDA for Friday September 15, 2017 11am
John Myer Technology Center TC314

Committee members:
> **Term Ends 2018**
>> Stan Buchanan, Associate Professor, CAS
>> Concetta DePaolo, Professor, SCOB
>> *Chair*---Felicia Stewart, Assistant Professor, HHS **SENATOR**
>> Cathleen Thomas, Assistant Professor, BCOE
>> *Secretary*---Haijing Tu, Assistant Professor, CAS
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> **Term Ends 2019**
>> Arash Rafiey, Assistant Professor, CAS
>> Timothy Demchak, Professor, HHS
>> *Vice Chair*---Xiaolong Li, Professor, COT **SENATOR**
>> Marcee Everly, Associate Professor, HHS
>
> **EC Liaison**--Lisa Phillips
> **Administrative Liaison**--Susan Powers

Attendees: Concetta DePaolo , Stan Buchanan, Felicia Stewart, Cathleen Thomas, Arash Rafiey, Xiaolong Li, Marcee Everly, Lisa Phillips, Haijing Tu

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Charges:
1. Review proposals for grants and distribute funds (permanent charge).
2. Produce and submit an annual report by May 3, 2018.
3. Identify nominee for Theodore Dreiser Research/Creativity Award Committee (permanent charge).

Minutes:
> I.   Call to Order/Attendance 11:04 am
> II.   Approved minutes form Aug. 23 (6-0-1)
> III.   Infor Ready
>> a. People on the committee used it last year.
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> ~~IV.   Introduction of Office of Sponsored Programs representatives~~
> V.   Review Timeline for Fall Grant Cycle
>> a. Application window closes 1st Monday in October (10/2)
>> b. OSP screens applications and determines eligibility (expected completion date: within a few days of closing)
>> c. Committee members are notified of pending reviews via email
>> d. Committee members independently review and score proposals on InfoReady (expected completion date: prior to the last week of October)
>> e. Rubric is available for reviewers. Ask OSP how to recuse from reviewing due to conflict of interest in InfoReady.

      f.   OSP pulls report from InfoReady once all proposals have been reviewed and scored by committee—forwards report to URC Chair (or brings to next meeting)—(expected completion date: immediately prior to committee meeting in October)

      g.   Committee meets to discuss proposals (using the excel file as a guide) and determines funding for each proposal (none, partial amount, full amount)

      h.   OSP drafts award letters and URC Chair reviews and signs them

      i.   OSP sends award letters to recipients (goal is Mid-November)

VI.   How to log into InfoReady

VII.   Explanation of Process to Notify Committee of Pending Reviews

VIII.   How to review and score/add comments to an application--demonstration(Reviews tab→Status→Pending)

IX.   Set date/time for next meeting : Sometime in Late October, possibly in the week of 10/23, doodle pool will be sent to gather information on availability ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

X.   Adjourn 11:35