**University Research Committee 2016-2017**

Meeting : August 24, 2016 at 11:00 a.m. Convened by Linda Sperry

Present: Liz Brown (liaison to senate), Dawn Underwood (Representative of OSP), Concetta DePaolo, Winnie Ko, Cathleen Thomas, Felicia Stewart, Haijing Tu, Anthony Walker, Linda Sperry

Absent: Stan Buchanan, M. Affan Badar, Tim Demchak.

Purpose: Chair pulls summaries of the proposals and proposals are reviewed by committee prior to the meeting again. Committee to meet in Fall and Spring to review the proposals. Review and rank them put together a summary of the proposal.

Dawn Underwood from Office of Sponsored Programs drafts the letters and allocates the budget. Currently the budget stands at $25,000 in December the allocation of indirect costs enters (approx. 8 to 10,000) should have in neighborhood of $35,000 for the academic year. There are other monies as well, for example, online printing etc. there is a $1200.00 budget, with $400.00 max per individual.

Last year’s awards ranged from $1700.00 to $5500.00 about 12 were given with 18-24 applications average a year.

Of part of committee not eligible due to conflict of interest – may have to recuse self for some coming from colleagues in department – case by case.

Purpose of the committee is to maintain these grants to lead to external funding, October deadline for applications, goal to review in Early November.

Nominations and position votes:

Chair: Anthony Walker, Asst Professor HHS

Vice Chair: Winnie Ko, Assistant Professor CAS

Secretary: Cathy Thomas Asst Professor BCOE

Anthony accepted and reported charges. Administer the research fund and review proposals for grants and distribute funds; recommend establishment and research policies, Study methods, information of sources of faculty funds, identify nominee for Theodore Dreiser Research Committee -currently Haijing Tu with alternate Concetta De Paolo. Produce and submit annual report for final senate meeting for 2016-2017.

Dawn to contact chair when submission deadline passes, assign chair as first reviewer, info ready to score proposals; Need to review scoring rubric prior to discussion and vote 3rd week in October. Goal is to have award letters out by mid- November, Dawn can help send printable format of rubric to the chairperson.

Next meeting : Mid-September room 114 UH

Submitted: Cathy Thomas