

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
RESEARCH AND GRANTS COMMITTEE**

MINUTES OF MEETING: February 9, 2024 APPROVED BY COMMITTEE: March 8, 2024  
Sub. to Exec. Comm. March 8, 2024 Approved by Exec. Comm. \_\_\_\_\_  
Sub. to Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_  
POLICY ITEMS: \_\_\_\_\_

**Members Present:**

Karin Crowhurst (Chair), Amanda Baugh, Chris Bolsmann, Kyle Dewey, Lynn Lampert, Magdy Rizk, Christoph Schaal, Claudia Toledo-Corral, Connie Wong, Sung Wook Yoon

**Members Absent:**

Yolanda Vasquez-Salgado (on leave)

**Staff:**

Charlene Manzueta, Naty Palos

**Guest:**

Edgar Lopez

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**I) Call to order**

- Meeting called to order by Karin Crowhurst at 10:00 a.m.

**II) Approval of December 8, 2023, Meeting Minutes**

- Minutes unanimously approved.

**III) Ongoing Business**

- Update from Chris and Connie about their deep dive into previous RSCA proposals / recipients**

Crowhurst asked Chris Bolsmann and Connie Wong if they had any updates for the committee. Bolsmann provided an overview of data of past awardees going back approximately six years to 2018-2019. Overall, they found that only a quarter of awardees had received two or more grants during that six-year period, which is a lower number than originally anticipated. In addition, in the vast majority of cases the proposals from faculty that had applied multiple times were different from one year to the next – they did not use the same proposal; the concern had been that people might be applying for money each year with the identical project goals. Both findings are good news. One additional finding, however, is that some recipients did not provide progress reports at the end of their project and Bolsmann was concerned about how people are reporting back. Manzueta mentioned that this funding and reporting criteria is through the Chancellor's office not through RSP.

The discussion also included better understanding the goal of funding RSCA and how to prevent duplications of proposal submissions. Amanda Baugh brought up a concern that she thought the primary stated goal of RSCA was to transition to external funding. She mentioned that this is not feasible for all types of research, scholarly or creative activity. The relevant sentence in the RFP guidelines, which has not changed for years, reads "Faculty are encouraged to use the activities and results from these awards to pursue external funding, if applicable, to broaden the scope of their research, scholarship and creative activities." Once the committee was reminded of the wording, it was reassured that external funding was not the sole long-term goal of RSCA.

Crowhurst thanked Bolsmann and Wong for all the work they did. Bolsmann will provide Crowhurst with his report write up.

#### IV) ***New Business***

□ **Report by Charlene on the grant review and results of the special funding competition from the Office of Sponsored Programs**

Manzueta provided an update of the one-time grant competition: 68 applications were received and 32 were funded. The target overall budget was \$420,000 and some funds were provided from RSP to supplement the total (\$22,620) such that the total funding was \$422,620. Reviews were conducted by RSP staff, followed a rubric and used Infoready for reviews.

Manzueta also provided the committee with an overview of RSP activities which included award processing, number of submissions and incoming awards.

- Summer Grants Program will launch within the next week. The goal of this program is to provide faculty with additional pay to write a grant over the summer.
- RSP has been working closely with Medtronic (diabetes research) to move forward with funding faculty research projects.
- She mentioned that per PP&R & Faculty Affairs, RSP will work with Hanover to do a third-party review of GRIF policy, process, and procedures. RSP is scheduling a kickoff meeting with Maximus (TUC takes the lead) for our Facilities & Administration (indirect cost) rate proposal review. Such a review takes place every 3-5 years.
- The position for AVP of Research and Sponsored Programs has been posted, and the goal is to have the position filled by July 1st.
- The Provost Colloquium is tentatively scheduled for April 3rd at 3 pm to honor Jerome Richfield Scholar, Dr. Patty Kwan. Please look out for an official announcement.
- RSP Post-Award mentioned that the Universal Design Center (UDC) and CSUN Purchasing have a new ICT procurement process and they would like to present at one of the future R&G committee meetings.

□ **Visit by Edgar Lopez to update the committee on the status of RSCA submissions before the February 20 deadline.**

Edgar Lopez from Research and Sponsored Programs (RSP) introduced himself and said he will be the administrator of RSCA. He will be assigning the proposals to the committee members. Lopez mentioned the RFP was originally sent out to faculty in the fall. So far 14 applications have been received and more continue to come in. The deadline for proposals is February 20, 5pm.

In preparation for the review of new proposals, the committee will review three practice proposals (taken from a previous competition) in advance of the March meeting. Lopez will assign the same three practice proposals to all committee members by early next week to be reviewed at the March committee meeting. Crowhurst asked if a reminder email about the RSCA guidelines and deadline can be distributed to faculty. Lopez will have the reminder go out today. He will assign the new RSCA applications around the first week of March. Crowhurst asked the committee members that once they receive the applications to review them to confirm there are no conflicts with their assigned applications.

A member mentioned that not all faculty review their emails and conducted a search and did not find the RSCA guidelines information for the 2024-2025 RSCA competition (although she found guidelines for old competitions); she asked if the information can be put on the

RSP website or if there is a way for the search to be more up to date. Manzueta will look into it.

□ **RSCA logistics and review training, March review practice session.**

Crowhurst mentioned that committee members will receive three practice proposals from different disciplines to review and discuss at the March meeting in preparation for the RSCA ranking meeting in April. The practice proposals will be posted in InfoReady, and this will give everyone an opportunity to use the InfoReady system.

Crowhurst reviewed the rubric and logistics with the committee to prepare for the practice session in March.

Crowhurst mentioned the new RSCA applications will be assigned by Edgar Lopez of RSP to each committee member, and members are asked to check immediately to make sure they do not have a conflict of interest with any application assigned to them. If there is a conflict of interest, please reach out to Lopez immediately.

A discussion took place regarding whether committee members should be excluded completely from reviewing proposals from within their own department. A vote was taken on this suggestion; four were in favor of this proposal (to automatically prevent committee members from reviewing proposals from their own department) and five were opposed. As a result, committee members have a choice about whether or not they want to review proposals from their own department (but they are not required to recuse themselves).

Crowhurst reminded the members to keep an eye out for the practice proposals.

- **Initiation of fact-finding to create a policy regarding use of IDC funds (time permitting)**  
Tabled to a later date.

**V) Adjournment**

- Meeting adjourned at 12 p.m.