

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

MINUTES OF MEETING: May 13, 2022 APPROVED BY COMMITTEE: September 9, 2022
Sub. to Exec. Comm. September 10, 2022 Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____
POLICY ITEMS: _____

Members Present:

Karin Crowhurst (Chair), Christopher Higgs, Jacob Hinkel-Lipsker, Minsung Kwon, Magdy Rizk, Joanne Scillitoe, Maryam Tabibzadeh, Andrew Weiss, Ivor Weiner, Kyle Dewey

Members Absent:

David McCarty-Caplan

Staff:

Naty Palos (Recording Secretary)

Guest:

Charlene Manzueta

I) Call to order

- Meeting called to order by Karin Crowhurst at 10:00 am

II) Approval of March 11, 2022 Meeting Minutes

- Minutes unanimously approved
- *No meeting was held in April due to the RSCA ranking meeting*

III) Announcements

- **Sincere thanks to Jacob Hinkel-Lipsker, David McCarty-Caplan, Joanne Scillitoe, Maryam Tabibzadeh and Ivor Weiner for their tenure on the Research and Grants Committee for the past several years. Your engagement and contributions have been greatly appreciated!**

Crowhurst thanked the committee members who are finishing their term. The time, effort and commitment they provided to the committee was invaluable and much appreciated.

- **We are still awaiting the announcement of the new members of our Committee for 2022 – 2023**

Crowhurst mentioned that we are still waiting for the names/ reps of the new committee members to fill the open seats.

IV) Ongoing Business

- **Discussion of April grant review**
 - **Statistics and summary of results from the RSCA competition.**

Crowhurst shared and discussed the results of the competition with the committee.

- **What worked, what changes we might want for the future RSCA RFP and/or rubric**
Crowhurst mentioned that during the RSCA review in April some items came up and wanted to discuss them with the committee. The committee discussed possible changes such as clarification in the RFP on use of footnotes, wording to require applicants to address student involvement, and to require a PI that was previously funded for a similar project to clarify how the proposed work is different from their previous project.

Crowhurst mentioned the Pandemic Recovery Grant program and wanted to discuss two items that were brought to her attention. She mentioned that the program has a deadline of May 13 (today) in which funds distributed to faculty for this program had to be spent. However, there were two grantees that could not fully spend their funds in the required time, due to unforeseen and unavoidable circumstances. The committee discussed these special cases, then Crowhurst asked the committee if they agreed to use some of the quasi-endowment funds (banked for the Research and Grants Committee) to help fund the two grantees. The committee was in favor. Crowhurst asked the committee if they wanted to set a deadline for grantees to spend the endowment money. After discussion the committee agreed to have the money transferred to the DFO of their colleges, have them distribute the money, and have the college decide on a deadline if they felt it necessary.

V) ***New Business***

- **Brainstorming and planning workshops / webinars / videos that could be created (or facilitated) to aid faculty in areas of research, scholarly and creative activity**

Crowhurst asked the committee for any feedback/ideas to help faculty in research, scholarly and creative activity. Suggestions included the creation of webinar videos or workshops on how to write proposals for various sub-disciplines in the colleges, how to look for funding opportunities, and webinars to assist specific clusters of areas for external grant writing or external availability. It was suggested that the Research and Sponsored Programs (RSP) office help with workshops or webinars, so it is not the sole responsibility of the R&G Committee. Charlene Manzueta of RSP agreed and said RSP has discussed efforts to move forward in this direction, but it has been difficult in the past two years because of COVID. RSP began exploring and planning a few ideas, such as a Canvas page dedicated to RSP to house some recorded training. RSP intends to work with HR to get back on the HR training calendar, but one area that we still need is the faculty expertise or faculty experts. Manzueta thinks that is where the R&G Committee could help, by either being presenters (based on the committee members' experience) or identifying appropriate people from their respective colleges. The Research Development Officer position explores this development and works with our Grants and Contracts Analysts and colleges to provide specific training. Two workshops were held recently, so this is already on the radar of RSP. Although this is something that RSP wants to do, Manzueta mentioned that they are also open to ideas on how to accomplish such support.

- **Discussion of priorities for next year**

Crowhurst briefly mentioned some items that she would like to discuss next year. These include a desire to make IDC transfers to the colleges more permanent and interest in brainstorming how to spend the quasi-endowment to help faculty; examples included the creation of a mini grant program, funds to offset publication costs, or funds to support graduate students.

- **Election of Chair for 2022 – 2023**

Crowhurst reviewed the responsibilities of the position of Chair for the R&G Committee and asked for nominations. The committee re-nominated Crowhurst and voted unanimously that she continue for another term as Chair of the R&G committee for AY2022 - 2023.

Crowhurst thanked the members for their commitment to the R&G committee during the past year.

VI) *Adjournment*

- Meeting adjourned at 11:41 a.m.