

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

MINUTES OF MEETING: September 13, 2019 APPROVED BY COMMITTEE: November 8, 2019
Sub. to Exec. Comm. November 13, 2019 Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____
POLICY ITEMS _____

Members Present: Karin Crowhurst (Chair), Michael Bryson, Yi Ding, David McCarty-Caplan, Justin Nicoll, Michelle Rozic, Joanne Scillitoe, Maryam Tabibzadeh, Suzanne Spear, Michael Carter

Members Absent: Zhen Chai

Guest: Kenneth Luna

Staff: Sheree Schragger, Naty Palos

I) Call to order

Meeting called to order by K. Crowhurst at 10:20 a.m. (after a delay obtaining a meeting room). K. Crowhurst welcomed returning and new members and asked all members to introduce themselves.

II) Approval of May 10, 2019 Minutes

Minutes unanimously approved, including one member voting by email.

III) Announcements

A. Senate Executive Committee (SEC) Liaison – Dr. Kenneth Luna – Dr. Kenneth Luna from the Linguistics/TESL department has been appointed the SEC liaison for AY 2019-2020. K. Luna will review the minutes for any new or modified policies which will go to Senate Executive. K. Luna read the committee charge and explained the responsibilities for serving on the committee.

IV) Old Business

A. Update on F&A rate negotiation – S. Schragger updated members on rate negotiation and what it entails. F&A is the facilities and administrative fee, also known as indirect costs, which is the negotiated rate set by the federal government when research activities are funded by the government. The rate negotiation is supposed to take place every four years. S. Schragger mentioned that the last long form submission with a thorough evaluation of campus facilities was prior to 2010. In the spring and again in early September, Anne Feuerborn of MAXIMUS (the company contracted by CSUN) visited the campus and met with administrators and faculty to determine F&A cost rates to present to the federal government. She has now obtained the data requested from each department and is working on the submission for December.

V) New Business

A. Change to RSCA award budget - S. Schragger mentioned that a recent RSCA awardee requested a change to their award budget and reviewed the requested changes with the committee. The committee approved the changes.

B. Review expectations of committee members - K. Crowhurst reviewed the Research and Grants Committee Resolution for Minimal Expectations with the committee. She mentioned that

attendance is very important at all meetings and it is especially important to attend the Research, Scholarship and Creative Activity (RSCA) award ranking meeting scheduled in April. All members are in agreement with the expectations/resolutions presented by K. Crowhurst.

- C. **Discussion of IDC task force report and plans moving forward** – K. Crowhurst mentioned the existence of the IDC task force report which was completed in the summer of 2018. A task force was assembled in 2017-2018 to review the indirect costs and provide data to the Provost, but a decision was put on hold until the new Provost was hired. S. Schrage asked the committee if they could review the report and suggest recommendations to present to the Provost. The committee will review the report and will discuss it at the next meeting.
- D. **Discussion of other topics that we aim to address over the next year** – K. Crowhurst mentioned that last year a video was created and posted online in an effort to have more faculty aware of the RSCA application and to encourage more applicants. There was an increase of applications from the College of Business. S. Schrage mentioned that she presented at the new faculty orientation and briefly spoke about the research office and how they can help faculty. There was a discussion of ways in which we could provide new (probably second year) faculty more aware of the policies and procedures relevant to conducting research at CSUN.

K. Crowhurst mentioned that there are several items of business to discuss this year. She mentioned that S. Schrage requested comments on the “Joint statement of policies and procedures for grant administration.” S. Schrage briefly explained that the joint statement is what governs research grant administration at CSUN. It was last updated in 2004. She has made some updates to be current with terminology and practices, and this minor revision was approved by the President in the Spring. She did not make any substantive changes or any innovations into the world of grant management. She would like the committee to review the document and suggests some changes and submit the changes to Provost Council. K. Luna mentioned that if they feel it should become a policy he encourages to submit for review.

- E. **Update on Student Research Center (if available)** – S. Schrage provided a brief update. She mentioned that it is no longer a center, it will be the Office of Student Research and will relate to undergraduate and graduate research. It has been approved by Academic Affairs to move forward. They are currently looking at space in the library to house staff and students.

K. Crowhurst asked the committee if they feel the RSCA guidelines should be revisited. Guidelines will be revisited and discussed at a later date.

VI) **Adjournment**

Meeting was adjourned at 12:00 pm