

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

MINUTES OF MEETING: December 10, 2021 APPROVED BY COMMITTEE: February 11, 2022
Sub. to Exec. Comm. February 15, 2022 Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____
POLICY ITEMS: _____

Members Present:

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

Staff:

Christopher Sanford (Executive Secretary), Naty Palos (Recording Secretary)

I) Call to order

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

II) Approval of November 12, 2021 Meeting Minutes

- Minutes unanimously approved

III) Ongoing Business

- **Update on RSCA RFP**

Crowhurst incorporated edits to the RSCA RFP and sent the RFP to the Research and Sponsored Programs (RSP) office to be distributed to campus. In InfoReady, she reviewed how the request for budget information was listed and asked RSP if we could edit it, but the format of that section was controlled by the Chancellor's Office. Although the budget modifications would have to wait until the future, Crowhurst implemented another committee suggestion about requesting a clear timeline; she provided a chart in the RFP and strongly suggested that applicants use it. The section regarding rolling over funds (due to the pandemic) was kept in the RFP.

- **Reports from the “special project” groups (on ways to demystify LGP/IDC, and ways to increase our visibility)**

Crowhurst asked the sub-groups to provide an update. Ivor Weiner described his group’s recent efforts to educate faculty about large grant release and IDCs; specifically, he had invited Dave Moon from IntersectLA to their meeting. Moon suggested creating a campaign to get the message out, but have the campaign come from the office of Research and Sponsored programs (RSP). Weiner suggested that Christopher Sanford join him and meet with Moon and IntersectLA to discuss and create a messaging campaign. Sanford agreed and a meeting will be scheduled.

In his update Magdy Rizk said he had received emails from some faculty colleagues in response to an informal inquiry to a small group. They would like to see more workshops offered, access to grant writers specialists or experienced colleagues in grant writing who written grants before and maybe create a cohort of new grant writers and even a video on the virtue of writing grants.

Crowhurst mentioned that RSP does employ a professional grant writing service, Hanover Research, which will work closely with faculty on the stages of writing grant proposals. It would be a good idea if the committee could figure out a good way to have opportunities like this more broadly known.

IV) ***New Business***

- **Summary of Pandemic Recovery Grant competition**

Crowhurst shared that after the competition for the Pandemic Recovery Grant program ended, she did a tally of the funds requested in the submitted proposals and it was approximately \$2.6 million; this total was extremely large compared to the \$600,000 the committee was given to distribute. She reached out the Provost's office and Sanford and asked if there was any chance they could find additional HEERF funds to support this program, especially since more than half of the applications budgeted funds to pay/support students. The Provost contacted Crowhurst and said she was able to secure an additional \$500,000 for the program. With the additional funds Crowhurst said they would likely be able to fund approximately 68 grants out of the 160 total proposals, compared to only ~34 previously.

- **Review of Pandemic Recovery Grant proposals (to make final funding decisions)**

Crowhurst told the committee that when she was sorting the application based on scores provided by the committee reviewers, she combined both Track 1 (proposals up to \$10,000 for travel, student salary, release time, etc.) and Track 2 (proposals up to \$100,000 for equipment or services). Before discussions were started, she asked the committee if they agreed to rank the proposals solely based on score or to consider each track separately. The committee discussed and all agreed to rank the proposals by score, without separating the two tracks.

Crowhurst and the committee discussed applications that had a wide range of review scores as well as those that were near the funding cutoff. Proposals with clear high or low average scores were not discussed. Applicants will be notified by email regarding the decision.

Crowhurst asked the committee their thoughts about using endowment funds to top up the amount available if a grant straddled the funding line. The committee agreed to use some of the endowment money towards an application that met that criterion.

- **Discussion of "Road Show" activities to promote RSCA proposals, or suggested changes to the existing video (or other ideas)**

Crowhurst mentioned that a couple of years ago the R&G committee did a roadshow and made presentations to different colleges to talk about the RSCA grants. A video was also created so those unable to attend the roadshow could watch the video. She asked the committee to let her know if they would like to continue with the roadshows and/or update the video if they thought their college would benefit from it.

V) ***Adjournment***

- Meeting adjourned at 12:00 p.m.