

UNIVERSITY MINI-GRANT, SUMMER STIPEND COMMITTEE (UMGSSC)

Meeting Minutes (Updated March 15th, 2017)

**Date:** Feb 24, 2017

**Location:** FO-5, ORSP Conference Room #116.

**Present:** Prof. Cindy Chen\_CBA; Prof. Tianjiao Qiu\_CBA; Prof. Teresa Chen\_ CED; Prof. Grace Reynolds-Fisher\_CHHS; Prof. Vennila Krishnan\_CHHS, Prof. Sarah Schrank\_CLA, Prof. Patricia Cleary\_CLA, Prof. Olga Korosteleva\_CNSM, Dr. Jason Wang\_ORSP.

**Absent:** Prof. Emily Berquist\_CLA; Prof. Prof. May Ling Halim\_CLA; Prof. Bei Lu\_COE; Prof. Ray Wang\_COE; Prof. Johannes Mueller-Stosch\_COTA; Prof. Rob Frear\_COTA; Dr. Simon Kim\_ORSP.

**Guest:** Mae DeBruin\_ORSP, the MGSS Info-Ready Coordinator

**Call to Order**

The meeting was called to order by Dr. Jason Wang at 1:00 pm. Members introduced to each other.

**New Business**

1. Election of the UMGSSC Committee Chair

After discussion, a motion was made for Dr. Jason Wang to serve as the Committee Chair for this year/term. In the next year, a new election would be conducted.

No issue was raised, and the motion was approved.

**DECISION: Dr. Jason Wang Elected as the Committee Chair (8-0-1) Dr. Wang as in absentia due to a conflict of interest.**

**Update (March 15th, 2017):** After the meeting, it was found out that as Ex-Officio it was inappropriate for Dr. Jason Wang to serve this committee as the chair. Therefore, a subsequent re-election was conducted via email communications. As a result, Prof. Olga Korosteleva and Prof. Tianjiao Qiu was elected as the Chair and Vice Chair, respectively.

**DECISION: Prof. Olga Korosteleva and Prof. Tianjiao Qiu was elected as the Chair and Vice Chair, respectively.**

1. Update on funding situation and review status:
	1. Funding situation - A total of $200K budge was prepared to provide funding, maximum of $5k per regular application, thus there should be no worry about available funds.
	2. Current status – All applications went through the first round of review process conducted at each college. To date, a total of 33 applications have been submitted to the UMGSSC. They were from 6 colleges, e.g., CBA-1, CHHS-4, CLA-9, CNSM-9, COE-7, COTA-3.
2. UMGSSC Committee review process & Timelines:

After discussion, a motion was made regarding the procedure to conduct the application review process, as outlined below.

* Each application will be assigned to a sub-committee (of 3 voting members) to review.
* The ORSP staff will try best to assign the reviewers, matching the application with the expertise of particular reviewers.
* Reviewer assign criteria – (a) No conflict of interest (the reviewer is not directly or indirectly involved in the application), (b) matching the field of the application with the expertise that the reviewer has (in broad sense, e.g., from the same college, or if not possible, STEM field vs. liberal arts field).
* The reviewer will review both the application and the review outcome of that particular college.
* The review will be conducted electronic via Info-Ready.
* If the reviewer needs any tech support, he/she can contact Mae (ext. 5-4633).
* The reviewer will check “Yes” or “No” to recommend whether the application should be founded. If checking “no”, will have an opportunity to provide a scientific justification.
* If “2/3” or “3/3”of the reviewers vote “Yes” to a particular application, it will be recommended for funding by the Committee; If “2/3” or “3/3”of the reviewers vote “No”, it will not be recommended for funding.
* The committee members will have an opportunity to look at any application, but will not have the right to vote, unless being assigned as the reviewer.
* The Committee Review will begin on March 3rd, and will have to be completed by March 31st.
* If any committee member has any question, she/he is encouraged to contact the Committee Chair, Jason Wang, Ext. 5-2502.
* The review outcomes will be consolidated and summarized, and the final version of the recommendation will be submitted for the Provost to make a final decision.
* The Committee members are asked not to disclose any information to anyone outside of this Committee, prior to the official decision made by the Provost.

No issue was raised, and the motion was approved.

**DECISION: The application review procedure approved (9-0).**

1. Suggestions for Follow-up with Grant Application Outcome

The Committee should follow up with the progress, at least the final outcome (i.e., whether any thesis, poster presentation, publication, etc.) of each financially supported applications, and will summarize the outcome via Info-Ready as a follow-up report for future use.

There were no further discussion, and the meeting was adjourned at 1:35 pm.

Minutes drafted by Jason Wang, Ph.D., CPIA