University Research Advisory Committee

Minutes of Meeting

Meeting #13-3, Tuesday 3/26/13. FO5-121


A. Approval of Agenda - New Business on Student Research Awards is moved ahead for discussion. Agenda is approved by the committee.

B. Announcements

- Update on F&A Rate Negotiation by Huron Consultants: CSULB current rate for research is 44.5%. The proposal, to be submitted by Huron, has a calculated proposed rate of 52.3% which is subject to negotiation with the federal agency. The prediction is that, if accepted by the Dept. of Health & Human Services (DHHS), we will get a marginal increase in the F&A rate in the 1% range. The administration assessment is capped at 26% so the latitude in raising the F&A rate rests with facilities. The new Science Building has helped drive the calculated F&A rate upward. Raising F&A rate will make research more expensive. Due to recent federal delays and upheavals, the new F&A rate may be effective starting 2015. The current rate expires in June 2013. F&A rate is valid for 4 years and maybe extended for another 4 years. University Achievement Awards event is on April 18th. URAC to encourage submissions of research posters and displays from their colleges.

- Grant Writing Institute (GWI) may be offered and could run concurrently with Scholarly Writing Institute (SWI). ORSP will provide technical assistance and food, and would ask URAC to solicit people to support and help the program.

- Dr. Al Russo, Compliance Director, will be retiring July 1st. Dr. Mason has submitted a revised job description with increased responsibilities in IP, contract negotiation, copyright, and various other aspects of legal counsel.

- Faculty need to be informed by URAC regarding IACUC expenses allocation and the possibility of an animal research per diem fee comparable to other CSU campus. Actual costs will not be recuperated from fees but it will help with covering the cost of animal maintenance.

- CSU San Marcos consulted with CSULB and ORSP to consider adapting our research management model.

C. Approval of Minutes meeting #13-1 — Approved and no changes. Minutes may be distributed to faculty.
D. Old Business:

1) PeopleSoft Conversion- faculty must submit FAA (Finance Authority Agreement) in order to get access to their reports in People Soft. People Soft Training is now being provided by Sponsored Programs (Sandy Shereman). Elaine Kist is assisting in software development to assist both ORSP, the Foundation and end users to access financial information.

- Delegation of Authority (Table)
- Changes in Procedure (Availability of Carmen Flores) – Travel claims, Reimbursements, P-cards and Hospitality expenses should be submitted to ORSP c/o Carmen Flores for assistance and review of documents. Faculty needs to be informed of her availability for assistance.
- Training Dates for Faculty – Cayuse has last training date on 3/29. More training dates can be requested if needed. A video presentation for Cayuse training is being recommended. A powerpoint presentation with a voice over is recommended.


3) Compliance

- RCR training requirements – one workshop was held and another workshop will be held on 4/3/2013. ORSP purchased CITI, an online training for compliance required by NSF. Copies of test results are submitted to ORSP.
- Import/Export Control – URAC to make faculty aware of the issues surrounding Import/Export control on the ORSP website. Computers should not contain encrypted software when travelling to other countries, like China.
- Data Management Plans (Digital Institutional Repository)

4) ORSP Website – Information will be given next meeting. Website may be modeled after SFSU ORSP website. URAC’s input will be needed on what faculty requires or what will be useful. Website testing and feedback on Human Factors is being done as a class project by Dr. Strybel.

E. New Business:

1) Undergraduate and graduate Student Research Awards – this was discussed earlier as recommended by the committee. There are 5 graduate and 5 undergraduate research nominees who were winners from the campus wide student research competition. The research was reviewed by the URAC representative of the student’s college. Each college representative discussed the merits of the student and the research. In the absence of established selection criteria, it was agreed upon that the research would be considered for its social impact and relevance. URAC members reviewed and discussed submitted student research and recommended the winner for
undergraduate research from College of the Arts, Tamara McCarthy. Two graduate finalists were selected from COE (Shahab Taherian) and CNSM (Sarah Grefe). Dr. Mason would also consult with the Provost, if honorable mention for the runner up is possible or 2 awards could be given each for Post-graduate and Master’s. Dr. Mason agreed to establish selection criteria for future awards.

2) Draft Travel Policy - is being modified to include new Executive Orders from the Chancellor’s office. The draft policy will be sent out for URAC review and comments.

3) Indirect Return to Colleges, PI’s and Departments – Summary information for distribution to College, Departments and PI’s will be distributed for each college.