

## Research Challenge Committee

February 12, 2013 Meeting Minutes

**Attendees:** Jerzy Sawicki, Chair  
Conor M<sup>c</sup>Lennan, Ex-Officio Member  
Joseph Han, Ex-Officio Member

Ziona Austrian	Justin Perry
Jesse Drucker	Nigamanth Sridhar
Anton Komar	Antonie van den Bogert
Tim Long	William Wilson
Barsanjit Mazumder	

**Absent/Excused:** Mark Tebeau

**Guests:** Craig Zullig, Director, OSPR

1. Approval of the agenda for the February 12, 2013 Meeting  
Approved and seconded as written.
2. Approval of the Minutes of the December 5, 2012 Meeting  
Approved and seconded as written.
3. Updates  
The Chair provided members with an update on the search for the two new grant writer positions in the Office of Research. Both searches have been extended. The Office of Research hopes to have both positions filled by May.
  - a. Facilities and Safety
    - Joseph Han presented committee members with an update on the structure of the Facilities and Safety Team.
    - In order to streamline the operation, become more user-friendly, and improve service, the Facilities and Safety Team has created a FAST Request Process. All requests will now be done either through one phone call or a single online form, a FAST Request Form. Users will receive an automated response confirming receipt of the request and providing an estimated response time based on workload. The FAST Coordination Center will route projects according to the type of project and urgency.
    - This proposal will be presented to the VPs within the next month. Once the process has VP approval, the form will be available online.

#### 4. Graduate Tuition Surcharge

- Nigamanth Sridhar and Tim Long provided RCC members with a copy of the proposed memo outlining the recommendation for the elimination of the surcharge for all out-of-state graduate students receiving funding from the College of Graduate Studies. In addition, Nigamanth and Tim provided a chart comparing the current tuition rates with the proposed changes to the surcharge.
- The proposal will have to be approved by the Provost prior to going to the Board of Trustees in June since the proposed changes will mean lowering the surcharge to virtually nothing. Although the graduate tuition will decrease for these students, the allocation will remain the same to the College of Graduate Studies. The Chair, Tim, and Nigamanth will work together on some final revisions to the memo, and will have RCC members approve the final version of the memo at the next meeting.
- The Chair and/or Tim Long will then proof the memo and present it along with the estimate of the size of the investment for the next fiscal year to the Provost.

#### 5. No-Cost Extension, Re-Budget, and Advance Account Policies

- Craig Zullig provided RCC members with handouts outlining the updated No-Cost Extension, Re-Budget, and Advance Account policies.
- The new policies will become effective March 1 and will be added to the Office of Sponsored Programs and Research (OSPR) website.
- Advance Account Policy - The purpose of an Advance Account is to accumulate expenses and allow the PI to commence work for a maximum of 90 days until the actual award is received. The 90-day limit was enforced by the Controller's Office. RCC members would like an extended limit, which will be looked at in the future.
- Re-Budget Procedure - OSPR has streamlined the process into one form, only requiring signatures from the PI and the fiscal officer. OSPR will determine if a re-budget transaction requires sponsor approval.
- No-Cost Extension - Justification for an extension must be provided. Only the PI's signature is required. OSPR will determine if a No-Cost Extension request requires sponsor approval. If sponsor approval is required, the sponsor must support the extension in order for the request to be processed.
- Craig provided RCC members with a revised version of the Internal Prior Approval Form (IPAF), as requested at the last meeting. Users submit one request at a time on the form. Forms can be scanned and e-mailed, faxed, or mailed to OSPR.
- OSPR will offer one or more campus-wide workshops to help faculty learn about the new policies and procedures for grant accounts, as well as completing the IPAF form.
- Craig will present this information at the Fiscal Officers meeting on February 28.

#### 6. New Business

- The Chair, Tim, and Nigamanth will continue to work on the Graduate Tuition Surcharge issue.
- OSPR will offer workshops to explain the new policies and procedures for grant accounts.

Meeting adjourned at 11:10 a.m.