



Meeting Minutes
22 February 2017

Committee members present:

Brian Buma (chair), Cindy Eriksen, Roxy Felkl, Kelly Jensen, Dave Noon, Jan Straley, and Emily Wall

Ad-hoc member(s):

Carolyn Bergstrom (IACUC representative for UAS)

Committee members absent:

Karen Schmitt

Guests:

None

Members emeritus:

Sanjay Pyare, David Tallmon

Goal for RCA Committee: To encourage research and creative activities at UAS in all departments, consolidate required documents pertaining to and relevant for those activities, and make life easier for faculty and students that conduct these activities.

Discussion Items

Agenda Items

Approval of Minutes from previous meeting

- Minutes approved.

URECA 2017 awards and setup timeline

- Discussion centered around the length of time and cumbersome nature in setting up individual URECA awards with questions specifically regarding how to do this in a more timely manner in future years. G&C Office staff suggested that the small dollar amount and large number of individual awards may not be appropriate for G&C processing and should be set up and managed with excel spreadsheets from within the A&S department. While this may be more timely and efficient, it removes the connection between the student, the award accounting in Banner, and the tracking of URECA by query/reporting. If awards were to be set up and managed within the department, this would be handled by reimbursement from the UA Foundation for those awards that were funded by private donors – this brings up another consideration in that URECA/general funds would be expended in a slightly different way (and



with potentially, a different timeline) than UA Foundation funds. To clarify, grants set up by the G&C Office which are funded with UA Foundation monies must route through the following stages: UAS department to UAS Development Office to UA Foundation to UAS G&C Office. The group decided by consensus to keep this matter on the table for upcoming meetings until a resolution is reached.

Timeline for grant proposal submissions and proposal editing

- Brian brought to the group the question of proposal project narrative editing within the 5 day window of time between submission by the grant proposal coordinator to the G&C Office and final submission to the funding agency. PIs occasionally need to make non-financial editorial changes (which do not affect the SoW or budget) during this 5 day period of time prior to submission. G&C Office staff have indicated their desire that proposal packets be complete, with no changes to be made once submitted to their office so that the proposal can be submitted without first checking with the PI and so that G&C staff can review for completeness of all proposal elements.

- PIs have cited the need for editing time up until submission due to workloads and working with collaborators which requires time for coordination.

- G&C staff have asked that we employ use of the late proposal submission form again with any proposal not submitted in full to G&C on the 5th day prior to submission.

- The group decided that this topic requires further conversation.

RSA amendments

- This item was specific to Brian and a previous proposal submission; he spoke directly to Roxy about it rather than taking time during the meeting.

RCA Website

- Kelly reported having spoken with Anita regarding possible as well as distribution list changes for the various RCA postings to the university community. Creating a new list for job opportunities only will not be time-efficient; it would be better to create and adopt standard language for subject lines of postings. Additionally, Karen has shown Anita a preferred format (e.g. the current UAS Facilities department website). Kelly has asked Anita to join the March meeting and provide further information regarding posting possibilities.

Strategic Pathways: Research Administration

- Karen was absent; Roxy reported that she knew of no updates.

Auke Bay property acquisition proposal to DoE

- Karen was absent; Roxy reported that discussions between CBJ and UAS are still underway with little change.

Agenda Additions

Update regarding search process for Grant Technician vacancy

- Roxy reported that she has a small pool (2) of candidates after conducting preliminary screening and will now move on to intermediate screening with the various committee members. Interviews are anticipated the week of the 27th.

Action items

- RCA website/blog/newsfeed: coordinate with Anita to attend the next RCA meeting (**Kelly**)