

Committee on Research (CoR)
Minutes of Meeting
February 12, 2020

Pursuant to call, the Committee on Research met at 1:00 pm on February 12, 2020 in Room 362 of the Kolligian Library, Chair Michael Scheibner presiding.

I. Consultation with Associate VCORED Debbie Motton

In the absence of VCORED Traina, VCORED Motton updated CoR members on the status of the Sponsored Projects redesign effort.

VCORED Motton explained that the restructuring efforts of Sponsored Projects revealed a lack of process or procedures documentation with regard to ushering a grant proposal from the submission stage through acceptance and set up. There has also been no consistent training for staff, including in ORED. Finally, the restructuring revealed that Sponsored Projects had multiple staff vacancies that were not filled. With the assistance of business mapping consultants, Sponsored Projects has completed all high level business processes in that unit and are now working on developing detailed documentation of processes. That documentation will be incorporated into desk guides for staff to use. Staff in Sponsored Projects, ORED, and departmental research administrator staff have also completed training with consultants at UC Berkeley. Additional training will be conducted in March on proposal development and submission.

Consultants are currently working on final grant process documentation and will send to campus stakeholders in March or April. Associate VCORED Motton added that the campus is attempting to hire a web designer who can revamp the Sponsored Projects webpage to make it more informative and useful for faculty, and compatible with smart phones.

A CoR member stated that many faculty are unclear as to what services the Sponsored Projects office staff can provide and requested an outline of services. Associate VCORED Motton replied that roles and responsibilities are still being negotiated with departmental and central research administrators.

Associate VCORED Motton also acknowledged that there are free tools that the campus has but has not been utilizing to help faculty with their grant proposals, e.g. tools to calculate graduate student salary. Those tools will be made available to faculty.

A CoR member suggested the creation of a campus media design office to develop figures to help faculty generate grant proposals and publications for submission/publication. Associate VCORED Motton responded that such an office would not be under Sponsored Projects and asked whether it should exist inside ORED. CoR members agreed that the office should be under the auspices of the ORED, and their service would allow faculty to focus on the research element of their proposals rather than the formatting or obtaining basic figures.

A CoR member asked if a FAQ on grant submission will be available for faculty members. Associate VCORED Motton replied that such a document will be placed on the Sponsored Projects office website and acknowledged that a more dynamic repository of information would be helpful for faculty members.

Another CoR member asked if there are plans for Sponsored Projects staff to become experts in certain academic fields that would enable them to work with the same group of faculty members. Associate VCORED Motton explained that the long-term plan is to develop expertise around sponsors rather than academic fields, e.g. Sponsored Projects staff who are experts in the NSF proposal process will help faculty who are submitting proposals to that agency. The short-term plan is to fill staff vacancies. Three or four interviews for open positions are occurring this week.

A CoR member asked if there is a plan to integrate School research administrators into ORED. Associate VCORED Motton replied that that is still under discussion and is a decision for campus leadership and faculty. Her main objective at this time is to get the Sponsored Projects office appropriately situated rather than managing changes to School research administrators.

CoR members then held a brief discussion about grant proposal submission guidance for new faculty members who cannot locate information on the Sponsored Projects website. It was suggested that Associate VCORED Motton consult with VPF Matlock on incorporating grant development and submission materials into future, new faculty onboarding efforts.

A CoR member asked about the complicated timelines with regard to limited submission proposals as well as timely feedback and transparency. Associate VCORED pointed out that that proposal process is handled by Research Development Services, not Sponsored Projects. She will speak to VCORED Traina about this issue.

A CoR member then suggested that the campus institute a system of debriefing between Sponsored Projects and faculty PIs after a grant submission so the two parties can discuss what was positive and negative about the process. Associate VCORED Motton agreed and suggested the formation of a faculty and staff advisory committee who would meet every three months to discuss feedback on the submission process. A CoR member suggested that this committee could be a subcommittee of CoR.

CoR agreed to consult with Associate VCORED Motton every six weeks for updates on the Sponsored Projects redesign.

Actions: Committee analyst will facilitate a conversation between Associate VCORED Motton and VPF Matlock about faculty onboarding materials related to grant proposal submission. Committee analyst will invite Associate VCORED Motton to two future meetings this semester. Associate VCORED Motton will look into the possibility of creating a faculty and staff advisory committee regarding the proposal submission process.

II. Chair's Report

Chair Scheibner updated CoR members on the following:

- A. Division Council meeting February 3
 - i. Expiration of Unit 18 lecturer union contract.
 - ii. EVC/Provost Camfield discussed the possibility that the Supreme Court may rescind DACA and how the campus needs to prepare for UCM's affected students. UC needs to decide on degree completion.
 - iii. Professor Paul Maglio gave a brief presentation of the future Gallo School and which academic departments will be moved from SSHA and SOE to comprise the new School.
 - iv. The report from the Standardized Testing Task Force was issued.
 - v. January 31 campus visit of the systemwide Senate Chair and Vice Chair as well as that day's UC President Search town hall.
 - vi. Following the recommendation of the Senate Vice Chair, Divisional Council approved the creation of four new endowed chairs.
 - vii. Discussion of proposed revisions to the APM.
 - viii. Discussion of UC Washington Center. The focus of the Center is on politics and policy making, however, there are research facilities in DC that could use the UCDC as a hub to forge a UC connection with the national laboratories in the DC area.
- B. UCORP meeting February 10
 - i. UCDC Center discussion.
 - ii. Review of the two MRUs: UC Observatories and the Bioengineering Institute of California.
 - iii. UCSF member raised a question about the use of electronic laboratory notebook software and how the data is managed and archived.

Action: Committee analyst to consult with the Library and IT on the question of electronic laboratory notebook software.

III. Consent Calendar

- A. Today's agenda
- B. Draft January 29 meeting minutes

Action: Consent calendar was approved as presented.

IV. Executive Session – voting members only.

Final review of Senate faculty grant proposals and selection of awardees. A total of 35 proposals have been received: 11 from SNS, 7 from SOE, and 17 from SSHA.

CoR members with conflicts of interest recused from this session.

No minutes were taken.

Action: CoR members selected Senate faculty grant awardees. Committee analyst will notify awardees on Thursday, February 13.

There being no further business, the meeting was adjourned at 2:30 pm.

Attest: Michael Scheibner, CoR chair