

Council of Principal Investigators and Research Administrators
Monthly Meeting
November 15, 2018 11:00 am – 12:30 pm
UC Oso Room 221

MINUTES

Attendees: Elizabeth Sefcik, Erin Hill, Riccardo Mozzachiodi, Jim Lee, Miguel Moreno, Sarah Scott, Phyllis Robertson, Mike Starek, Gina Concannon, Carmen Osier, Esmeralda Teran, Phillipe Tissot, Gail Sutton, Sara Baldwin, Dorina Murgulet, Dugan Um, Christopher Wren

Absent: Luis Hernandez, David Yoskowitz, Michelle Hollenbaugh, Brandi Reese,

Alternates: Trent Thigpen (Catherine Bridges), James Rizzo (Chu Tianzing), Brien Nicolau (Erin Hill), Mark Besonen (Mukesh Subudee)

Guests: Dan Riechers, Liz Longoria

Quorum present

- **Guest Speaker:** *Dan Riechers, Senior Research Development Officer (10 minute presentation, 5 minute Q&A)*
 - Dan Riechers gave a presentation describing Research Development.
 - Presentation included:
 - His role in research development in educating new researchers on campus.
 - Dan runs the Professional Development Training on campus, includes:
 - Faculty Research Development Program.
 - Annual grant writing workshops.
 - Individual consulting and support.
 - Promotes a healthy research environment.
 - Supports research in all forms, not just funded research.
 - Gave examples of funding:
 - Internal Funding
 - Research enhancement funds.
 - TCRF program.
 - Student research comp.
 - Proposal submission and resubmission.
 - External Funding
 - Shares funding opportunities with listservs, faculty, and leadership.
 - Assists with targeted funding opportunities, ex. NSF.
 - Hanover Research Contract \$45,000/year cost, to review submissions and provide feedback on proposals.
 - Research development accomplishments
 - FRDP, support faculty.
 - Supported CPIRA to implement Red Cap.
 - Questions:
 - How soon do you have to submit proposals to RCO for feedback before submission
 - 2 weeks
 - Review is free
 - What is Red Cap?

- Software used in human subject research.
 - Member suggested Red Cap training.
- How have policies changed in distributing funds with increased proposal submissions?
 - We will ask Dr. Mahdy to give an update this spring about new policies after Legislature meets.
- **Guest Speaker: Liz Longoria, Card Services Coordinator (10 minute presentation, 5 minute Q&A)**
 - Liz Longoria gave a presentation informing council on existing and new changes to P-card services.
 - Presentation included:
 - Importance on submitting accurate expense reports.
 - Travel requests.
 - Personal expenses on P-card.
 - Travel Guide Book is currently being worked on.
 - Questions:
 - Explain the new fee for P-card transactions please.
 - University is currently covering the report expenses.
 - University will cover the fees for this fiscal year.
 - Explain the reconciliation period?
 - Reconciliation is monthly, not 30 days after purchase.
- **Meeting called to order by Phyllis at 11:35 am.**
- **Agenda was approved**
 - **MOTION: First-Teran, Second-Osier, All in favor.**
- **October 2018 meeting minutes were unanimously approved**
 - **MOTION: First- Moreno, Second- Starek, All in favor.**
- **RA Position for Liberal Arts, Nursing and Health Science, Education and Human Development**
 - Interviews finished.
 - Person selected for the position has not yet been announced.
- **CPIRA Committee Updates- all Chairs gave an overview of the charge of their committee.**
 - Research Administration Development & Training
 - Committee will soon meet with Ahmed and Mayra.
 - A new Chair is needed December 2018.
 - Committee will be working on the 2019 CPIRA Forum.
 - Operations & Communications for Sponsored Projects
 - Miguel discussed the latest draft of the customer service survey.
 - **Council edits to survey:**
 - Survey needs to separate SRS TAMU and Pre-award at TAMUCC.
 - Change Central TAMUCC to TAMUCC OSRA.
 - Should Co-PI's be included in question #5 and #6? No
 - Spell out acronyms in the intro paragraph.
 - Clarify PI on question #5 and #6
 - **Erin reread the motion that included adding the above edits to the survey.**

- **MOTION: All in favor of edits to the OCSP customer service survey? Yes, unanimously.**
- Roles & Responsibilities
 - Committee met and revised matrix, council members received a copy.
 - Gina went over the changes to the matrix.
 - **Council edits to matrix:**
 - Gail: Change the order of 1&2 under award negotiations.
 - Under, Managing the Award #2, should have PI owner and DAC.
 - **Erin reread the motion that included adding the above edits to the matrix.**
 - **DISCUSSION:**
 - Add a matrix legend
 - Spell out acronyms
- Bylaws, Elections, Rules, & Procedures
 - Phyllis gave an overview of the edits to the F&A procedure.
 - **Council edits to F&A procedure memo:**
 - Recommend accounts not be swept each year
 - For multiple PI's, budgets should be developed for each PI at Post-award.
 - Separate sub-accounts.
 - **Erin reread the motion that included adding the above edits to the F&A procedure memo.**
 - **MOTION: All in favor of edits to the F&A procedure memo? Yes, unanimously.**
- Facilities
 - Gail gave an update on the facility issue list the committee is compiling.
 - Discussion about the search committee for the new VP of Facilities.
 - Discussion about the space committee on campus.
 - Discussion about SSC and the quarterly surveys that are given to building coordinators.
 - Who the building coordinators are on campus is unknown to many faculty and staff.
 - Tidal Hall is still having construction delays.
 - HR moved to the 2nd floor of the NRC building.
 - Continued discussion about the elevators not working in buildings.
- Graduate Recruitment & Retention
 - Committee has met and an update will be given next meeting.
- **Other Business**
 - Will invite Ed Huerta to come visit with CPIRA and discuss DOI stamps.
 - December 20, 2018 CPIRA Council meeting cancelled.
- **Adjourn: 1240**
 - **MOTION: First- Moreno, Second- Mozzachiodi, ALL IN FAVOR.**