

UNIVERSITY ENTERPRISES, INC.
Campus Grants Program Committee Meeting Minutes
Tuesday, April 18, 2017
UEI Boardroom
8:00 a.m. – 9:30 a.m.

Present: NaKisha Allen, Liz Baidoo, Anne Fuller, Monica Kauppinen, Patricia Worley

Staff Present: Michael Calvillo, Billy Le, Cossette Leos

The meeting was called to order at 8:07 a.m. in the UEI Board Room. The purpose of the meeting was to revisit the CGP Announcement and finalize any edits the committee deemed necessary, as well as discuss the proposal form turned in by all prospective applicants.

The committee removed some wording on the first page of the announcement to clarify and strengthen the program's expectations for anyone interested in applying for funding. Verbiage was also added regarding the committee's particular interest in projects that align with campus initiatives supporting student success and unity.

Next, the committee agreed to make clear the program's rule regarding multiple years of funding. In the past, applicants were told that a particular project could not receive funding for more than two years, but it was unclear whether that meant two consecutive years or years in total. The committee decided the rule should be two years in total so as to encourage originality and innovation while holding accountable the committee and its scoring criteria that rewards such projects.

On the second page of the announcement, the committee edited the section regarding types of expenditures that could not receive funding. First, personnel services and assigned time was reworded to include the salaries of faculty, staff and students, as well as honoraria, release time, and stipends. Secondly, the committee agreed to add a stipulation that faculty and staff travel would not be funded. Both of these decisions were in response to applicants requesting such expenditures and the committee's desire to see funds spent in more meaningful and impactful ways.

Lastly, the committee spent some time talking about potential updates to the proposal form that is completed and turned in by applicants. One idea that was discussed is the use of a program called InfoReady Review. It is a web-based platform that the Chancellor's Office is subscribed to and it is accessible to faculty, staff and students via their SacLink accounts. The Office of Research Affairs has previously used it for, among other things, the submission of proposals to the Research and Creative Activity Award Program. The committee intends to look into this program as viable replacement of the current CGP proposal. Using an online platform such as this would eliminate some of the administrative work associated with collecting and the screening of hardcopy proposals. More discussions still need to be had regarding this as a feasible alternative to the current proposal.

The meeting was adjourned at 9:32 a.m.

Respectfully submitted,

Liz Baidoo, Chair