

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
RESEARCH AND GRANTS COMMITTEE**

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MINUTES OF MEETING: February 8, 2019 APPROVED BY COMMITTEE: March 8, 2019

Sub. to Exec. Comm. March 8, 2019 Approved by Exec. Comm. \_\_\_\_\_

Sub. to Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_

POLICY ITEMS \_\_\_\_\_

Members Present: Dena Herman (Chair), Mariam Beruchashvili, Michael Carter, Karin Crowhurst, Michelle Rozic, Suzanne Spear, Rais Ahmad, Wendy Ashley, Michael Bryson, Zhen Chai

Members Absent: Yi Ding

Guest: Liz Cheney, Jinah Kim, Nazaret Dermendijian

Staff: Crist Khachikian, Sheree Schragger, Naty Palos

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***I) Call to order***

Meeting called to order by D. Herman at 10:00 a.m.

***II) Approval of December 14, 2018 Minutes***

Minutes unanimously approved

***III) Announcements***

**A. Presentation of RSCA at Grant Writing Workshop sponsored by FacDev (Suzi and Michael)** – D. Herman mentioned that she received a request for a couple of members of the R&G committee to attend the Faculty Development grant writing workshop and provide a presentation on RSCA awards, followed by a Q&A session. This is a good opportunity to present the newly created RSCA video to faculty. S. Spear and M. Bryson volunteered to present at the workshop.

**B. Re-posting of RSCA video** – D. Herman said she will make a minor adjustment to the RSCA video to include “anyone with a faculty appointment is eligible” and re-post the video to the website. She thanked everyone for their contribution to the video.

***IV) Old Business***

**A. Senate Executive Committee Liaison** – D. Herman introduced Dr. Nazaret Dermendijian, newly appointed Senate Executive Committee Liaison. N. Dermendijian mentioned that the originally assigned Liaison is on sabbatical and he will be replacing her for the remainder of the academic year. N. Dermendijian read and reviewed the charge with the committee.

***V) New Business***

**A. InfoReady training – Shirley Lang & Charlene Manzueta** – S. Lang introduced herself and C. Manzueta and mentioned that C. Manzueta will be the administrator for RSCA. S. Lang presented an InfoReady tutorial video and asked if all members received a link to InfoReady. She mentioned that three practice RSCA proposals have been created for members to access and review. D. Herman asked members to review the practice proposals by February 28 and

have their comments ready to discuss at the March 8th committee meeting. S. Lang will assign the RSCA applications to the committee members by March 5<sup>th</sup>. Deadline for the review submission is April 2<sup>nd</sup> and the ranking meeting will be held on April 12<sup>th</sup>. S. Lang asked if a member feels they have a conflict with one of the applications they are assigned, please reach out to her ASAP.

S. Schragger provided a brief update on IRB. She mentioned that a new full-time analyst has been hired, and she is in the process of hiring a second full-time analyst. She also mentioned that the IRB Committee is largely composed of faculty, including a Chair and two Vice Chairs who get some release time, and six other full committee members who do not. Unfortunately, some committee members will be on leave or taking sabbatical, so they are very short-handed in reviewing the IRB submissions. Currently there is an expected 90-120 day turnaround time. S. Schragger mentioned that the backlog of protocols will not be reduced without additional support from faculty, and that the committee is now accepting nominations/ applications for faculty to join as alternate committee members with reduced time commitment and workload expectations compared to full committee members. If anyone knows someone who would be interested in becoming an alternate committee member for the IRB, please let her know.

***VI) Adjournment***

Adjourned by D. Herman at 11:44 a.m.