

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

MINUTES OF MEETING: December 8, 2023 APPROVED BY COMMITTEE: February 9, 2024
Sub. to Exec. Comm. February 26, 2024 Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____
POLICY ITEMS: _____

Members Present:

Karin Crowhurst (Chair), Amanda Baugh, Chris Bolsmann, Kyle Dewey, Lynn Lampert, Magdy Rizk, Christoph Schaal, Claudia Toledo-Corral, Connie Wong, Sung Wook Yoon

Members Absent:

Yolanda Vasquez-Salgado

Staff:

Charlene Manzueta, Naty Palos

Guest:

Daniel Castellon, Marc Felix, Grace Slavik

I) Call to order

- Meeting called to order by Karin Crowhurst at 10:00 a.m.

II) Approval of November 17, 2023, Meeting Minutes

- Minutes approved with the following revisions
Section III - Amanda Baugh dissented from the committee decision to prevent faculty from being able to apply to the current competition if they had already received an award the prior year.
Section IV, second bullet – Christoph Schaal opposes the way Campus Funding Initiative (CFI) was implemented without faculty input.

III) Ongoing Business

- Discuss changes and edits to RFP for 2024-2025 RSCA competition – updates about what could and could not be altered.**
Crowhurst asked the committee if they reviewed the suggested changes she incorporated into the guidelines and if there were any additional comments. She would like to finalize the today and forward to the Research and Sponsored Programs (RSP) office so they can prepare and send out the announcement. At the last meeting there was a question if they could change the budget components in the InfoReady system and instead include it as a separate uploadable document. After discussing with the RSP office, unfortunately it cannot be changed in the system because it comes from the Chancellor’s Office (CO) and they created it to be a separate component in InfoReady.

IV) New Business

- TUC Purchasing Policy Update – Time Certain - 10:10 a.m.**
Daniel Castellon and Marc Felix of Environmental Health & Safety (E&HS) and Grace Slavik of The University Corporation (TUC) Financial Services provided updates on the new purchasing policy. Castellon mentioned that in 2019 there was a campus-wide audit and one of the findings that was that about 80% of campus pcard purchases were of

chemicals/hazardous materials. In 2020, a hazardous materials procurement process was put in place state-side. TUC also had a recent audit and EH&S would like both state-side and TUC policies to be aligned to ensure we have the same guidance from the Chancellor's Office. EH&S discussed purchase practices in the past that were out of compliance and the process moving forward to stay in compliance. Felix shared a flowchart that EH&S and TUC have been working on. EH&S addressed questions and concerns from the committee as well as a request for more clear/concise information on the new process and training resources. Safety Data Sheets (SDS) will be online and a resource page is being created for faculty, PIs, etc. regarding the purchase of hazardous materials and to ensure we are compliant. The goal is to be in compliance and have research continue.

□ **Update from Chris and Connie about their deep dive into previous RSCA proposals / recipients**

Crowhurst asked Chris Bolsmann and Connie Wong if they had any updates for the committee. Bolsmann said they have been in touch with Edgar Lopez of RSP, and he will provide an update to them next week.

□ **Discussion of RSCA rubric**

Crowhurst reviewed and discussed the edits provided to the rubric with the committee. Crowhurst mentioned that Lopez of RSP will provide three practice proposals from the previous years, which include one high scored proposal, one middle scored and one low score and the committee will have a mock review and scoring of the proposals prior to the RSCA review scheduled in April.

□ **Initiation of fact-finding to create a policy regarding use of IDC funds (time permitting)**

Tabled to a later date

V) ***Adjournment***

- Meeting adjourned at 12:00 p.m.