Coastal Carolina University  
University Research Council Minutes  
Monday, September 24, 2012  
Singleton Dawsey Conference Room

Members Present:  
Steven Bleicher for Dan Ennis, Paul Gayes, Edward Jadallah, Gary Loftus, James Luken, Wink PrinceSara Sanders, Charmaine Tomczyk Zan Wiggins, Bruxanne Hein, Michael Roberts.

Members Absent:  
Ralph Byington, Varavut Limpasuvan, Cheryl Ward.

Mike Roberts presided over meeting

1. Approval of minutes from April 11, 2012 – Approved with one correction. Cheryl Ward was listed as “Present” and “Absent” from the previous meeting. A motion was made to change status to present only.

2. Time and Effort Reporting – Committee received a handout explaining why drafting a university policy was necessary. Bruxanne reported as a recipient of federal funds Coastal Carolina University must comply with the Office of Management and Budget and by not reporting Time and Effort the federal government can impose fines for missing, inaccurate, incomplete, or untimely effort reporting. Bruxanne stated all federal and non-federal grants would be required to complete Time and Effort Reporting. Michelle McGinnis, Post-Award Services Manager will be contacting PI’s in late October or early November to work on completing the form.

3. NSF Workshop – Mike Roberts mentioned to the committee about the NSF workshop that will be on campus Friday, September 28, 2012. John Adamec, a CCU graduate and Program Analyst in the Division of Environmental Biology, as well as an NSF Program Officer will be on campus. The faculty in the sciences and science education were invited to participate in small group sessions, informal lunch, and specific topic areas in the afternoon. Mike extended an invitation to the committee or someone from their department to attend the workshop.

4. Emerging Scholar Incentive Award – The committee discussed the possibility of making changes to include a stipulation on future awards. The committee discussed including something on the award letter or in the guidelines about remaining in position or possibility of having to return the money. There was much discussion by the committee but everyone agreed not make any changes at present to the award.

5. Graduate Student Incentive Grants – Fall Submission Deadline is October 15th. Jim Luken said he would send out an e-mail to Graduate Students encouraging them to apply.
6. Proposal Writing Grants – Bruxanne stated that an e-mail from the Provost was to go out inviting faculty/staff to apply with the deadline to apply October 19th. Bruxanne will check on status of e-mail (e-mail went out to Faculty/Staff on Tuesday, September 25th).

7. The committee decided as a whole to meet two times per semester unless there was business that required additional meetings.

MEETING ADJOURNED

NEXT MEETING:
   October 22, 2012
   3:30 P.M.
   Dawsey Conference Room