



**Meeting Minutes**  
**04 February 2015**

**Committee Members Present:**

Brian Vander Naald (chair), Brian Buma, Chris Donar, Kelly Jensen, Claire Ligsay, Chip McMillan, Margaret Rea, Karen Schmitt, Jan Straley, Emily Wall

**Committee Members Absent:**

None

**Guests:**

None

**Discussion Items**

**New Business**

**Introductions...**the group began with introductions around the table including name and role at UAS. During introductions, the power went out in Sitka precluding Chris and Jan from calling in. Kelly and Brian VN introduced them and stated their roles in KTN and SIT. For the duration of the meeting, Chris and Jan were unable to join the meeting due to incorrect call-in information or power outages or both. We will work to resolve the call-in issues for the next meeting.

**VPRSP topics of interest...**Karen Schmitt in her role as Vice Provost for Research and Sponsored Programs brought the following items of new business:

- Representative Wilson has requested information about the programs we provide which are primarily supported by federal funding. Margaret provided initial data which Karen used to put together a report for Representative Wilson. The report includes an accounting of receipts and expenditures of federal funds; the highlight is that our use of funds is fairly evenly distributed across programs. Karen will include this in her report to the UA statewide committee.

**Grants and Contracts Office update:** Margaret and Claire report that the Uniform Guidance document pertaining to grant management was implemented December 26. This replaces all OMB Circulars. The Grants Manual for UAS will soon be updated to incorporate the changes resulting from this new document. Highlighted changes include: Match - Voluntary match is not expected, and will not be considered as part of a merit review of submitted proposals. Travel – Dependent care costs are unallowable in situations where they might previously have been approved (that situation did not apply to UA). Laptop computers – Restrictions on purchase of laptops with grant funds have been eased up; laptops may be purchased if essential and allocable, and their use is no longer restricted solely to the purposes of the project for which they were purchased. F&A for subrecipients – When budgeting a non-federal agency as a Subrecipient, UAS may negotiate an approved F&A rate for that organization or the organization may use 10%.

Also, the Grants Manual is a living document and Claire and Margaret appreciate any comments/feedback to assist in keeping it up to date. Effort certification is upon us; it is time for fiscal managers to print these forms and acquire signatures. There is a UA statewide move toward OnBase for records retention. Claire requests that when a PI submits a final project report for a grant which is closing, that he or she include her in the submission or forward a copy to her as those reports must be retained at G&C as



well. Lastly, Margaret reports that her last day will be March 6 and that Roxy Felkl will begin in this role on March 30. Margaret (as well as Barbara Hyde) will train Roxy throughout the month of February. Roxy will replace Margaret's position on this RCA Committee.

**October Meeting Minutes:** adopted by consensus during this meeting

### **Continuing Business**

**Field Safety and Risk Documentation:** A draft is being developed by Brian B. and being reviewed by faculty in A&S regarding documentation of fieldwork and associated risks and suggested training to go along with those risks. The document is intended to be a tool to review and estimate risks and equipment needs at the beginning of each field project (yearly basis). The intent is to have a draft ready for inclusion in the faculty handbook this year. During this time, Karen mentioned the possibility of employing the services of Deb Iongo, Professional Safety Consultant at Eagle River to review our proposal after we have established training needs. Karen reports that the Provost has offered funding for this activity. At this time a couple other items were mentioned: Brian B has been inquiring with the Sitka Sound Science Center regarding the various types of necessary training and both Karen and Brian reminded the group that PIs submitting grant proposals in which the project will require field training, should include those costs in their budgets.

**Promotion and Tenure and Faculty Handbook:** from last meeting's discussion regarding the removal of co-authorship penalty, the draft/proposal is in its first reading at Faculty Senate...update is forthcoming.

**URECA 2015 Application...** Kelly and Brian VN reported that 8 of the 11 applicants were awarded URECA funds totaling ~ \$16,000. This year's batch of applications represented the most well-written and polished of any application cycle to date. All applications were awardable based on project merit and quality of application. The 3 which were not awarded were either referred to other funding sources or requested funds which were outside the scope of award expenses. In addition, at Karen's request, Kelly reported that there were 3 applications (all of whom were awarded) URECA INBRE fellowships. Kelly and Brian VN assisted in that review as well. Discussion regarding the sustainability of URECA on general funds ensued. If possible, Karen will bring likely budget scenarios in this regard to the next meeting.

### **Announcements and Questions**

From the Natural Sciences Department, Brian B brought a question regarding the budget shortfalls and faculty workload. The NS faculty would like to know if under a budget crisis, the percentages outlined in workloads will be redistributed among teaching, service, and research. Karen reports that she has heard no discussion of this, but will update the Committee if these discussions begin.

### **Establish next meeting date**

The group decided by consensus that the next meeting shall be held shortly after Spring Break. Brian VN will send a Doodle Poll for late March.

### **Action items**

- Outline a framework/agenda and possible time frame for providing a PI training across campuses (Margaret and Karen)
- Draft a proposal for submission to the Provost through the VPRSP for providing field procedures and documentation/risk assessment (Brian B)
- Work with SSSC to get an estimate for a flat-fee, programmatic training course suitable for southeast Alaska fieldwork. If necessary explore the potential for Title IX training on campus as well. (Brian B)
- Research the use of an off-campus F&A rate and its applicability for various researchers at UAS (Margaret and Claire)
- Provide possible budget scenario updates regarding the sustainability of URECA on general funds to the next meeting (Karen)



- Include Roxy Felkl in future meeting requests and provide her with Minutes from the last couple of meetings (Kelly and Brian VN)
- Survey poll for next meeting date (Brian VN)