1. Membership (include ex-officio members). Donna Roberson (chair), Carol Goodwillie (Vice-Chair), Birgit Jensen (secretary), Marion Eppler, Laureen Tedesco, Jo Anne Balanay, Toyin Babatunde, Liz Doster, Mark Sprague, Misun Hur, Jessica Christie, Xiangming Fang, Ex-officio (with vote): Ravi Paul, Rosana Ferreira, Leonard Trujillo, Borim Song, Melinda Kane

2. Meeting Dates (include members present and those who contributed to committee action, but were not at the meeting)
   - September 2, 2015 all members were either present or communicated electronically regarding the revision and distribution of the proposal packet
   - November 13, 2015-December 14, 2015: all members had their assigned proposals to review individually in advance of the group meeting
   - December 15, 2015: all members participated in the ranking of proposals either in person or via electronic participation
   - March 2, 2016: all members participated in the editorial revisions of the proposal packet either in person or via electronic participation.

3. Subcommittees established during the year (include progress and/or completion of work). n/a

4. Accomplishments during the year, especially as addressed through committee goals. Please include recommendations made to any University agency other than the Faculty Senate that will be noted under #5.
   - Editorial revisions to the proposal packet were implemented, with further revisions made following the awarding of grants for next cycle (with hopes for improved clarity.)

5. Reports to the Faculty Senate (include dates and resolution numbers). n/a

6. Business carried over to next year (list in priority order). n/a

7. Evaluation of the committee (include anything that hindered or assisted the committee’s work during the year).
   - Charge: committee was able to complete charge and recommended 26 of 43 proposals for funding. 10 faculty received funding with the allocated amount.
   - Personnel: adequate variety in expertise to conduct business
   - Attendance: adequate numbers and participation for quorum and business
   - Responsibilities: appropriate for the committee
   - Activities: reviewed 43 proposals and made recommendations for funding. Comments distributed to applicants for feedback.

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee. n/a Thankful for the Provost's continued support of this important program

9. Does the Committee's organizational meeting next year need to be earlier than the date set this year? No If yes, when do you prefer: _________________________________
Please forward the completed annual report to the Faculty Senate office via email (facultysenate@ecu.edu) no later than May 1, 2016.