

Research/Creative Activities Committee
10/20/15 Meeting Minutes

From: McCabe, Richard
Sent: Friday, October 23, 2015 2:38 PM
To: Research/Creative Activities Committee
Subject: Awards Guidelines

Greetings all,

We met Tuesday (10/20/16) and had a quorum. It was decided that we would conduct certain business by email.

The first item is for members to review the Guidelines for the competition, which Lori has been kind enough to update.

Please review the guidelines and get back to the committee within by Nov 4. Funds having to awarded and committed by the end of the FY, so we typically ask applicants to submit by the end of winter break.

The link to the committee web site is: <http://www.ecu.edu/cs-acad/fsonline/rg/research.cfm>
You can click on "Share Point" and post there, as needed. We can also email each other.

For new committee members, this is what typically happens:

An announcement is sent out in early Nov.

The total award amount is \$25,000 and grant proposals typically have to be \$6,250 or less

The chair and/or co-chair have information sessions for faculty in Nov/Dec

The committee members are broken into review subcommittees consisting of:

- Humanities and art

- Natural sciences (including math)

- Social sciences

- Health sciences

Applicants must submit proposals by early January

The applications are immediately sent to the subcommittees to review, probably within 30 days.

The committee meets for combined review and awards decisions (at least one representative of each subcommittee should meet)

We want to do this before the Feb faculty meeting

The committee chair immediately forwards the recommendations to the faculty chair and/or administration.

Please consider serving as a review sub committee chair and let me know if you can.

I'm on vacation next week but will be checking my email at least daily.

Thanks for your help!

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