Meeting Date: October 1, 2003

Persons Presiding: Steve Estes (subcommittee 1) and Seodial Deena (subcommittee 2)

Secretary: Jane Painter

Regular Members in Attendance: Marieke Van Willigen, John Collins, Jonathan Reed, Seodial Deena, Steve Estes, Frank Yang, Mark Jones, Paul Gares, Francisco Souto, Carol Brown, Mark Sprague, Jane Painter

Ex-Officio Members in Attendance: Al Schreier, Holly Hapke, Joy Stapleton, Anne Dickerson

Others in Attendance: N/A

Agenda Item 1: Prior to meeting in subcommittees, the committee discussed the criterion that would be used for critiquing each grant proposal submission.

Discussion: As the written guidelines were reviewed, discrepancies were found and noted so that these problem areas can be addressed in the 2004 spring meeting. These discrepancies included:

1. IRB should be filed while in another place guidelines indicated IRB must be approved

2. Conflict in what you can include in grant proposal: brochure(s), similar published articles, etc.

3. Clarification if person submitting grant receives major funding from another source on same work earlier in year can or should get grant funding over the summer.

4. Re-think next spring how proposals are rejected or accepted. For example, when initially reviewing grants and reader views to reject grant should reader contact sub-committee chair only or email all members on the sub-committee?

Action Taken: The following guidelines were agreed upon by all committee members for critiquing the first round of grant proposal reviews.

1. Grant proposals will automatically be rejected for the following errors:
   a. abstract is more than one page
   b. text of proposal: greater than 4 pages, not 11 or 12 font, smaller than 1 inch margins on all sides
   c. no check list included
   d. no vita
   e. vita more than two pages long
   f. IRB not filed
   g. budget and/or budget justification missing
   h. If unusual circumstance exists, each sub-committee will make the decision of rejection or acceptance.

Agenda Item 2: Round 2 meeting

Discussion: Purpose of next meeting and committee members responsibilities reviewed

Action Taken: Grant proposals that were accepted by each sub-committee must reviewed on a 5 point scale and scores must be submitted to your respective sub-committee’s chair by Oct. 21st no later than 5 p.m.

Next meeting: Oct. 22, 2003 4 - 7 p.m.
Items to be Discussed: review of grants for round 2