

2-5-2013

## Minutes, Arts & Sciences Professional Standards Committee Meeting, Tuesday, February 5, 2013

Arts & Sciences Professional Standards Committee

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## Professional Standards Committee Meeting Minutes, 2/5/2013

### Present:

Gay Biery Hamilton  
Joan Davison  
Carlee Hoffmann  
Julian Chambliss  
Ted Gournelos  
Kathryn Patterson Sutherland  
Robert Vander Poppen  
Dominique Parris  
Alexander Boguslawski  
Julia Foster

### Discussion:

- 1) That PSC Chair in 2013-2014 be given access to the detailed reviews of grants sent to the deans, even though those are not accessible to the campus at large for confidentiality reasons.
- 2) Review of grant application forms.
  - a. Change wording in Ashforth from “British Isles” to “Great Britain,” which more accurately illustrates that the grant does not allow funds for Northern Ireland. Also change “United Kingdom” in the Cornell Research Grants description to “Great Britain.”
  - b. Add information from and link to internationalization committee’s website to the form, in order to remind faculty that grants for those reasons are not under the purview of PSC or this grant process.
  - c. Change “Future funding for your research is contingent upon completion and transmission of a Mid-Year Progress Report and/or Final Report to the Dean of the Faculty using the form provided on this webpage.” To “Future funding for your research is contingent upon completion and transmission of a Final Report to the Dean of the Faculty using the form provided on this webpage. If the research is still in progress, then a Mid-Year Progress Report must be included.”
  - d. Change “IRB” “IRB or IACUC” in (E) subheading (3) on page 3.
  - e. Change “From faculty members who have not submitted a Mid-Year Progress Report and/or Final Report for previous grant awards.” to “From faculty members who have not submitted a Final Report for previous grant awards or a Mid-Year Progress Report if the research is still in progress.” In subheading (e-4) on page 3.
  - f. Add “Grants that can be funded by Internationalization Committee Grants” in subheading (E) on page 3.
  - g. Add “Grants that require funding outside the fiscal year June 1 – May 31. Exceptions with justification might be made (with accompanying evidence) for

research beginning after the completion of the Spring semester. Please note that expenses will not be reimbursed until after June 1.” to subheading (E) on page 3.

- h. Add to Section (II) on page 3 that “An individual may submit more than one proposal per funding cycle. However, the total grant dollars awarded to a single faculty member will not exceed \$5,000 in a single funding cycle.”
- i. Remove “This does not include computing hardware” from subheading (A) on page 4.
- j. Remove Subsection (III-D) from page 4.
- k. Add “Funding for which Internationalization Committee Grants are available” to subsection (III) on page 4.
- l. Change “per diem” on (II-D) on page 4 to “per diem as listed on the current U.S. Department of State website.”
- m. Discussion RE perhaps setting limits on student wages paid and amount of student hours dedicated to projects funded by Rollins grants. NOTE: We will discuss this further with the Student Government Association (Carlee).
- n. Change “expected outcome(s) for this project” to “expected methodologies and outcome(s) for this project” on page 5.
- o. Combine **“Describe how this project relates to your current expertise”** and **“Describe the relationship of this project to your long term professional goals”** into **“Describe how this project relates to your current expertise and long term professional goals.”** On page 5.
- p. Combine **“Describe the contribution this project makes to your field and to the academic community”** and **“Describe the contribution this project will make to Rollins College”** to **“Describe the contribution this project makes to your field, the academic community, and Rollins College.”** On page 5.
- q. Page 6, Previous Funding from Rollins College”: change “10 years” to “5 academic/fiscal years.”
- r. Page 6, remove “if possible, please forward previous final reports to Karla Knight.”
- s. Page 6, change “If yes, list all grants received” to “If yes, list all grants received, the amounts received, and the grant cycle in which it was received.”
- t. Add to “Attach to this application:” a “Department Equipment Statement” that states “If the proposal involves the purchase of equipment, the proposal must include a statement from the department chair that the department currently lacks a budget line or separate endowment adequate to cover the purchase(s). The chair almost must detail the total annual equipment budget for the department, including that from external sources.”
- u. Remove page 6 “If you are requesting funds for a second or third year of support for one project, attach a progress report.”