I. Call to Order

II. Approval of Minutes: October 10, 2017
   ➢ Approved

III. Pre-Award Services
   ➢ Sandy Sward, Micaela Young and Elizabeth Brock provided an update for Pre-Award Services
      o Proposals written, received and opened has steadily grown
      o Proposal Timeline
         I. 72 Hour Rule –
            • Please have proposals submitted into the ePCF system 72 hours before submission deadline to ensure a proper proof reading and editing period is completed to avoid close calls.
            • Helps improve flow and efficiency in the office, especially during higher volume periods
         II. There was a discussion about if a hard deadline would work.
            • Faculty members would need to see the benefit of the Pre-Award Services
               I. Many people do their best work from the pressure of the deadline
               • Perhaps a compromise for certain grants such as large, multi-university grants could work
               • Perhaps having certain parts of the grant due by the 72 Hour deadline would be better than having all components of the grant due.
            o Proposal Services is an option you elect into.
               I. What We Do:
                  • Finding Funding for Research
                  • The Research Network
                  • Planning and Coordinating your Submission
                  • Document Development and Finalization
• Proposal Submission Assistance
• Limited Submissions

II. Planning and Coordination Your Submission
• Creating of timelines and checklists
• Delegating documents to team members
• Organizing team meetings
• Coordination with Fiscal Managers for submission day

III. Document Development and Finalization
• Upload approved, edited documents to submission systems
• Help correct errors and validate packages
• Provide fiscal managers package for final approval and submission

IV. Went through attached handouts
• Limited Submissions Email
• Research Funding Opportunities
• Research Publications

IV. Space Policy Update
➢ John How provided an update to the new Space Policy:
  o 54 comments were received during the comment period. Those are being reviewed and discussed.
  o Space metrics will not be in this draft of the policy, but they are in the works and should be reviewed by the Research Sub-Committee on December 15th.
  o An update of the metrics will be given to Research Council when ready.
  o This draft of the Space Policy should be approved in January.

Next Meeting December 12th, 2017, 3:30pm,
President’s Conference Room