

**RESEARCH AND CREATIVE ACTIVITY AWARDS SUBCOMMITTEE  
MINUTES OF THE MEETING OF SEPTEMBER 27, 2017**

*Approved: October 4, 2017*

**CALL TO ORDER:**

The Chair called the meeting to order at 11:04 a.m.

**ROLL CALL:**

Roll was taken.

Voting Members: James Fox, Katherine McReynolds, Joyce Mikal-Flynn, Patricia Morris, Carlos Nevarez, Nancy Sweet, Mahyar Zarghami

Non-Voting/Ex-Officio Members: David Earwicker (absent), Julian Heather (absent)

**GUESTS:** Julie McGinty, Office of Research Affairs

**OPEN FORUM & ANNOUNCEMENTS:**

- The Chair reminded the Committee that the post-grant reports for the 2016-2017 RCA program are due on Sept. 29. In the first week of October, Committee members should each expect to receive approximately 6-7 reports for review.
- The Review Day for the 2018-2019 RCA competition will take place Jan. 17, 2018 from 9-12.

**APPROVAL OF THE AGENDA:** Approved

**APPROVAL OF THE MINUTES OF SEPTEMBER 20, 2017:** Approved

**REVIEW THE CALL FOR PROPOSALS AND BUDGET REQUEST FORM FOR THE 2018-2019 RCA FACULTY GRANTS PROGRAM**

Reviewed last year's Call for Proposals and suggested changes to the document. Reviewed new budget form and discussed how the form ensures that applicants' budget cannot exceed the amounts listed in the call.

Committee will review final version of the Call for Proposals at the committee meeting on October 4, 2017.

**NEXT MEETING:** October 4 to approve Call for Proposals for the 2018-19 RCA Awards Program

**ADJOURNMENT:** The meeting was adjourned at: 11:58 a.m.