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Minutes for the Grants Committee

Date and Time: Monday, October 1 at 9:30 AM

Location: A-507G

Presiding: Vyacheslav Dushenkov

Present: Vyacheslav Dushenkov, Thomas Beachdel, Kelvin Pineda, Moise Koffi, Petal Leu Wai See, Karin Lundberg, Mohammed Sohel, Jennifer Tang

Absent: Amanda Howard, Nancy Genova Ines Soriano,

Guests: No guests.

Minutes Prepared By: Karin Lundberg

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| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Call to Order | Committee called to order at 9:30am | Professor Karin Lundberg graciously agreed to take minutes for the current meeting in the absence of the committee Secretary Ms. Amanda Howard. |
| Acceptance of Agenda | An agenda was distributed prior to the meeting. The agenda was discussed and approved unanimously. | Yes: 8  No: 0  Abstained: 0 |
| Approval of Minutes | Minutes from meeting on March 6th  2018 were distributed and approved by the committee. | Yes: 8  No: 0  Abstained: 0 |
| Committee Membership | Committee Chair informed the committee that Grants Officer Lourdes Torres retired at the end of the academic year 2017-2018. The position is currently vacant. | Meet with the Provost and the Committee on Committees leadership to discuss potential replacement. |
|  | Working groups: The idea of establishing working groups to identify grant opportunities and establish support for faculty in search for research grants was introduced. It was suggested to establish three working groups to oversee and advise on pre-submission efforts for the grant proposals.  a. Grants opportunities identification  b. Logistics and budget support  c. Writing/language (pre-submission proofreading and editing) | Generally agreed on. Professor Dushenkov will follow up with the committee members. |
| Next Meeting | It was decided that the next committee meeting will be held on November 26th. 2018 at 10 AM. Room A-507D | Scheduled for November 26th, 2018 at 10 AM. Room A-507G |
|  | The meeting was adjourned at 10:00 AM |  |