

**RIT Oversight Committee Meeting
May 5, 2009**

MINUTES

Attendees: Thomas Cornell, Cheryl Lomedico, Ian Gatley, James Reilly, Walter Wolf, Shane Crouse, Katherine Clark

Absent: Dave Koster, Malcolm Spaul

Chair Tom Cornell convened the meeting of the Oversight Committee at 3:05pm. Minutes of the April 16th meeting were handed out and approved by the Committee with changes from Tom and Cheryl.

Kate discusses the prior approval recommendation made by the Committee to the Provost for Dr. Lynn Fuller's water quality sensor project. Kate reports that the Provost agrees with the Committee's recommendations to move ahead with the project, but that any student involvement is reviewed by the Provost. Dr. Fuller will be notified of the acceptance of the project the procedures for student involvement.

The Committee discusses the audit recommendation to reconcile current process with the formal procedures document regarding which projects are reviewed. The procedures document requires Notice of Awards be completed for projects in restricted accounts. However, since the implementation of RAPID, there has been no such threshold observed. The Committee unanimously agrees to amend procedures clause 2.1 to reflect the current practice of reviewing all externally funded projects processed by Sponsored Research Services.

The Committee discusses the audits recommendation to create a Notice of Award review checklist that could be provided to new Committee members. The Committee agrees that creating a checklist or procedure for reviewing NOAs would eliminate the subjectivity that strengthens the review process. Instead, Tom Cornell will draft a set of new member orientation materials that could get a new member adjusted to the review process. The draft will be reviewed by the Committee at the 4th quarter meeting in July.

The Committee reviews the formatting of the NOA review listing and agrees that it should better reflect that actual review information by replacing the Cumulative Award Amount column with the Anticipated Cumulative Award Amount. This change will be made for the next quarterly review meeting.

The Committee agrees to follow the audit recommendation to post Committee meeting Agendas and Minutes on the Oversight website, with access limited by password to the RIT Community as defined in the policy.

The Committee continues discussion of the proposal made by Mike Richardson at the last quarterly meeting to create an opt-in opportunity for faculty and staff who wish to provide their consent to work on projects en masse. The Committee agrees to deny this specific request but to continue looking for ways to streamline the procedures while maintaining the intent of the policy.

The Committee discusses the recommendation of the audit to review conflicts of interest for Oversight Committee members. The Committee agrees that there is no real possibility of a conflict beyond the review of projects from their home units, which is already controlled for by Sponsored Research Services. The Committee agrees that there is no need for further review of Committee member conflicts.

Meeting was adjourned at 4:12 p.m.