



College of Social Science
MICHIGAN STATE UNIVERSITY

CSS Research Small Committee Minutes Brief

May 10, 2023

8:30 a.m.

Via Zoom

Present: Kurt Rademaker (ANP), Jay Wilson (EC), Jeremy Wilson (CJ), Ahnalee Brincks (HDFS), Jason Moser (PSY/Chair), Peilei Fan (SPDC), Mevan Jayasinghe (HRLR), Emine Evered (HST), Soma Chaudhuri (Sociology), Cristina Bodea (PLS), Arianna Pikus (Graduate Student Representative), Jessica Davis (Undergraduate Student Representative), Anna Maria Santiago (CSS Dean's Office), Barbara Cernadas (CSS Dean's Office) Doug Hissong (CSS Dean's Office)

Absent Jiquan Chen (GEO)

Minutes taken by Douglas Hissong (CSS Dean's Office)

1. Approval of the agenda

- a. Jeremy Wilson motioned to approve the minutes; Kurt Rademaker seconded. Passed unanimously.

2. Approval of the minutes

- a. Jay Wilson motioned to approve the minutes; Jeremy Wilson seconded. Bodea and Kennedy abstained (not present at April meeting).

3. Proposal submission process – information and training of researchers (brainstorming)

- a. We are seeing increased use of Pre- and Post-Award services from the College. Santiago asks, "What do you think are some of the things that would be helpful to all College researchers in terms of information and training?"
- b. Moser would want informational sessions setting expectations. Who does what? What does the kind of back and forth look like between the PI and the research administrator?
- c. Santiago – one thing to remember that KR, the system we use now, has changed in the last year so some of the change in expectations researchers are experiencing reflects changes in the KR requirements.
- d. Rademaker – Transitioning to the centralizing unit, KR training would be needed.
- e. Santiago states that most of the proposal submission work is completed by the research administrators. If we are not directly submitting (e.g., to grants.gov, etc.), PIs might be the ones expected to submit (e.g., some foundations). A "who does what and when" meeting would be good to share with researchers.
- f. Fan – if Excel is not allowed anymore, it is hard to visualize the budget. Do not want to be a bother to the research administrators.

- g. Santiago notes that the process using KR has fewer issues related to error than using only a spreadsheet. For example, starting July 1st the new F&A rate go live, KR will automatically adjust for those rates, your spreadsheet does not.
- h. Wilson (SCJ) – as proposal season comes up for the Department of Justice, I rework the budget 20 times sometimes. If I must send every update it would add so much burden and time. Fan agrees, the spreadsheet is easy and clear.
- i. Santiago - There's nothing to stop you from poking around in the document.
- j. Moser – my experience has been quick with the research administrators. I have my spreadsheet; I adjust and then once I have decided I send it.
- k. Santiago – Remember you might be off with your estimates when using an Excel spreadsheet instead of the KR numbers.
- l. Rademaker – The biggest unknown is what does the division of labor look like. What are expectations?
- m. Santiago – First you are assigned a research administrator. They read the solicitation and ask questions up front such as is there a subaward, PI exception, a cost share, a F&A waiver. We have a timeline that we follow. We seek to know what you are trying to do with your proposal. For the most part, OSP submits. We do some submissions from the College. With other submissions, we will tell you if the PI is the one who has to submit.
- n. Fan – How long before we should contact the office?
- o. Santiago – as soon as you know we should know. We can always cancel a proposal document if you decide not to submit. Easier to retract than to scramble around at the last minute. Remember 3 days to OSP is Late, day of due date is At-Risk. At least 10 business days before the sponsor deadline is what we suggest but more if the proposal is complex.
- p. Fan – What happened to the current research administrators? If we only have the central office, is there enough capacity?
- q. Santiago – We have 5 full-time research administrators. We have been adding departments through research administrator attrition. Very few units in the College had a full- time person dedicated to research administration; most had fractional appointments. We should be able to manage the current volume of proposal submission and if we need more, we will add more.
- r. Jay Wilson – Are the admins unused throughout the year?
- s. Santiago – They stay busy. They have Post Award reconciliation as well which keeps them busy. We have always reviewed 350+ proposals a year and it was Santiago and Barbara. Now we are doing considerable pre-award support for the units. Now with a team of five it is less stressful.
- t. Jay Wilson – Is this software (KR) accessible to PIs if they want to?
- u. Santiago – The KR system is already available to PIs as long as you are identified as a current investigator. All of our Research Admins are certified, which is not the case throughout the College. Having the training means that they have studied and know the processes to support the pre- and post-award systems..
- v. Kennedy – In my process I would sit with them to discuss their proposal budgets. Is a Zoom meeting sitting and adjusting the budget possible? A fact sheet would be great for new investigators.
- w. Santiago – Absolutely possible to have a Zoom meeting with a research administrator or with Santiago.

4. Research priorities for the 2023-24 academic year

- a. Moser – Last time there was discussion around behavioral health, AI technology, trauma and loss (around the February 13th shooting at MSU), the partnership with the Henry Ford Health system. New topics?
- b. Jay Wilson – Any thinking about Detroit or Flint or could that work into what you mentioned? Environmental racism in Detroit.
- c. Santiago – We already have research portfolios in both communities. There is already quite robust research activities in Detroit and Flint. What is glaringly absent is research focused on Lansing.
- d. Jay Wilson – Changes in big cities about work from home.
- e. Santiago – We have a Future of Work initiative; there will be a major convening in the fall 2023 semester.
- f. Jeremy Wilson – In terms of medium- and long-term consequences of COVID?
- g. Santiago – We will revisit this with the next Committee in the fall.
- h. Moser – what is the timeline for priorities for 2023-2024?
- i. Santiago – August/September 2023. We have to keep in mind a new Dean as well.
- j. Fan – Geographic focus?
- k. Jay Wilson – Studying Detroit would not be just Detroit; it would be an example of cities similar to it.
- l. Moser – Cross college thematic areas.

5. Matters arising None

Meeting was adjourned at 09:30 am.