

# CSS Research Committee Meeting Minutes

WEDNESDAY – January 15, 2025 8:30-9:30 a.m.

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**Attendees:** Joseph Hefner (ANP), Steven Chermak (SCJ) Ben Bushong (EC), Sharon Zhong (GEO), Anhalee Brincks (HDFS), Maite Tapia (HRLR), Emine Evered (HST), Nazita Lajevardi (PLS), Kaston Anderson-Carpenter (PSY), Stephen Gasteyer (SOC), , Zeenat Kotval-Karamchandani (URP), Angelique Willis (Graduate Student Rep), Anna Maria Santiago (CSS Dean’s Office).

**Absent:** Angie Kennedy (SSW); Riley Michael (Undergraduate Student Rep)

**The meeting was called to order at 8:31 a.m.**

**1. Approval of the agenda** Approved 1/15/2025

**2. Approval of the November 2024 minutes** Approved 1/15/2025

**3. Update on FIF review panel**

The FIF Review Panel met on December 4, 2024. The College received 9 submissions. Two were recommended for the FIF support. Another two were recommended for support from the College. That funding was approved by the Dean.

Santiago reported that the RFP for Proprietary Datasets did not receive any submissions. She noted that the College was the lead unit for a multi-college, multi-unit dataset acquisition that was finally completed in December 2024. These data will be available once MSU has created the secure storage and security protocols required to use the data.

**4. Update on HRPP/IRB – Discussion**

Santiago reviewed the issues that led to College involvement with HRPP concerns starting in 2021. CSS research community raised concerns about delays in protocol review especially with more sensitive topic submissions. Santiago noted CSS involvement is primarily one of serving as a resource and providing support/advocacy for College researchers.

HRPP review process is primarily handled by staff. Few protocols are reviewed by the SIRB Committee. HRPP routinely requests ancillary reviews as appropriate for specific protocols. Santiago walked through the ancillary review process that is followed when protocols are assigned to the College.

In Fall 2024, CSS recommended two additional reviewers from the College to serve on SIRB to bring expertise in areas that are commonly part of CSS protocols.

Currently there are 5 CSS researchers serving on the SIRB.

In response to a query by Lajevardi, Santiago discussed the purpose of the MSU Survey Committee which is separate from the HRPP. She shared information about their website which is available on the Committee's D2L site.

Other IRB concerns that were raised focused on the lack of communication from HRPP staff and difficulties getting responses and people to discuss issues. Limited access to real people to talk with instead of just interacting through the CLICK portal.

Kotval-K noted long delays in receiving notifications for Not Human Subjects Research determinations that has resulted in the lack of timely grant account setup.

Santiago encourage CSS faculty to reach out to the College when they run into delays or issues with HRPP.

#### **5. MSU protocols for conducting research in conflict areas**

Gasteyer described HRPP involvement regarding a student protocol for research in a conflict zone and asked if the HRPP decision to disapprove the protocol on safety grounds was an example of overreach. Santiago noted that one of HRPP's tasks is to assess risks vs. benefits of protocols not only for participants but also for the researchers involved.

Santiago described MSU requirements to register all international travel for MSU business purposes with the MSU Global Travel Registry. She also briefly described the review process for research/travel on university business for educational and research purposes. Resources about the role of MSU's RSAC and FASTR Committees were uploaded to the Committee's D2L site.

#### **6. UPL processing of research requests (e.g., data, survey firm contracting, software, equipment, etc.)**

Lajevardi described issues with obtaining approvals from UPL for purchasing access to survey vendors and services. In the past, purchasing these services could occur with the use of personal credit cards (with reimbursement) or the use of P-cards. Now UPL is requiring the use of survey firms who will invoice for their services. This makes it difficult to work with smaller vendors who can offer their services at lower costs. It is also difficult to work in a situation where the processing times are so delayed while current events of important to researchers are occurring in real time. She also noted that there were inconsistencies across the College and units regarding the use of P-card or credit card transactions to purchase these services.

Santiago noted that UPL processes at MSU were currently under review with anticipated recommendations to be made about streamlining. She indicated that she would consult with the College's Chief of Staff about the variations in the use of P-cards for purchasing these transactions and find out whether there may be opportunities to streamline and standardize those in CSS. She also noted that faculty encountering issues with UPL are welcome to contact her to assist in resolving issues.

## **7. Matters arising**

Santiago shared that the College was working with Chairs and Directors to develop a more standardized process for course buyouts across CSS units.

If there are numerous Rising Star nominations, the February 12<sup>th</sup> meeting may be converted to a meeting of the Review Panel only. Otherwise, a full committee meeting will occur in February.

**The meeting was adjourned at 9:32 am.**



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