Academic & Institutional Research Committee  
Meeting Minutes  
April 24, 2007  
Meeting location: 202 Ullrich  

Attendance:  
Jason Thrun, EMS  
B. J. Reed, BILSA  
Mary Rose Williams, BILSA  
Jennifer Snoek-Brown, Karrmann  
Theron Parsons, LAE  
Abdol Soofi, LAE  
Kathryn Lomax (ex-officio), OSP  

The meeting was called to order at 4:00 p.m., Jason Thrun presiding.  

Moved (Reed), seconded (Williams) to strike the first paragraph in the minutes of the March 27, 2007 AIRC meeting (paragraph begins with “Thrun circulated” and ends with “without editing.”) Approved.  

Discussion focused on changes to the SAIF guidelines for 2007-08.  
1) Moved (Snoek-Brown), seconded (Reed) to strike sentence that reads, “Requested salaries will be paid in the August and September paychecks.” This sentence appears under “Time Period.” Approved.  
2) Under “Process” item 2, insert the words “do not” in bold after “Therefore,” (second sentence).  
3) Insert words “single-sided” between seven and pages under “Process” item 3 and add “(including all attachments)” following the word “pages”. Rewrite the second portion of the sentence to read, “…use a 12-point font, with double spacing, and one-inch margins.”  
4) Rewrite the sentence for “Process” item 9 to read, “The committee has the discretion to adjust proposal budgets.”  
5) Under “Restrictions” item 3, rewrite the item to read, “SAIF funds cannot be used to support graduate study leading toward a terminal degree. SAIF funds cannot be used to purchase computers, computer monitors, or reproduction costs for CD duplication or self-published research and/or scholarly activity.”  
6) On the page titled Category A, rewrite the introductory paragraph to read, “Proposals that do not follow the required format may be disqualified. The proposal must include the following:”  
7) For item 1 on the guidelines for Category A, add the following: “Note: Do not include self-identifying information of any kind in the rest of the proposal. Proposals that do so may be disqualified.”  
8) On the guidelines for Category A, add new item 2 (and renumber all subsequent items appropriately), “Specify type of project: research, scholarly activity, or creative endeavor”  
9) For item 3 on the guidelines for Category A, add the following to the third bullet point: “(however, samples should not include self-identifying information)”  
10) For item 4 on the guidelines for Category A, rewrite the sentence to read, “Description of methodology, including a timeline”  
11) For item 5 on the guidelines for Category A, rewrite the sentence to read, “References (APA style) or bibliography (resources used to develop the proposal, such as texts or web sites)”  
12) For item 6 on the guidelines for Category A, rewrite the sentence to read, “In addition to the intrinsic value of the project, identify potential benefits to individual, department, college, or university.”  
13) For the guidelines for Category B, rewrite the introductory sentence to read, “The proposal must include the following:”  
14) For the guidelines for Category B, add the following sentence to item 1: “Note: Do not include self-identifying information beyond this point.”  
15) To the Category A Evaluation Form, add a zero to the options for each area to be scored; add an arrow between FUND and DO NOT FUND, and include a zero to the line of options on overall evaluation.  

Moved (Williams) and seconded (Snoek-Brown) to accept the edits described above. Approved.  

The meeting was adjourned at 4:55 p.m.  

Respectfully submitted,  
B. J. Reed