AIRC Meeting Minutes: November 2\textsuperscript{nd}, 2010

**Members present:** Jason Thrun, Bidhan Roy, Mark Sethne, Rami Reddy, Gang Feng, Abdol Soofi, and Mark Zidon.

Kathy Lomax from Sponsored programs is in attendance.

1. Rami Reddy was selected to record the minutes for this day. No recording secretary was elected.

2. Minutes from 10-5-10 were not available: Not approved.

3. Minutes from 10-12-10 were approved without modifications.

4. 2010-2011 Guidelines corrections were finalized.
   a. Pages 1 through 4 were reviewed in the previous meeting.
   b. Members discussed whether to include a statement about the uniqueness/novelty of research work into the guidelines on page 3. Comments were made by several members in this regard and it was decided not to include it at this time.
   c. Remaining pages of the guidelines were reviewed and changes were made to few words. On page 1, a word change was done: basic/applied research. On page 5, item 5, cross out federal or national. Change under item 7, items was changed to funding agency or foundation.
   d. Jason will do the electronic updates and send the document to members for review and also to sponsored programs office. He will also include the dates in the proposal.
   e. Send agenda items to Jason for next meeting to be held on December 7\textsuperscript{th}, 2010.

5. Meeting ended at 4:40 p.m.