

MTU Research Advisory Council
January 15, 2002 - 11:00 am
Room 305 Admin
Minutes

Present:

Dave Reed, Vice President for Research
Anita Quinn, Research Services
Bruce Rafert, Graduate School
Julie Seppala, Research Accounting
Don Beck, Sciences & Arts
Pat Martin, Sciences & Arts
Neil Hutzler, College of Engineering

Klaus Weinmann, College of Engineering
Dave Karnosky, Forestry & Wood Products

Other:

Joanne Polzien, Research Office
Mary Durfee, Graduate Faculty Council

1. Approval of December 4 Minutes

The minutes were approved with minor corrections.

2. Adjunct Appointment - what does it mean?

There were several questions regarding the definition of adjunct. There are some instances of a person leaving the University but wanting to remain as a PI on a project. The department has handled that by making the person an adjunct. An adjunct appointment is generally for 3 years and an adjunct is not an employee of the University unless they receive pay. The main concern is if the person is employed elsewhere, do we want them to have the responsibility of a PI? We need to have someone on the project as the responsible party. Main issue - if the adjunct goes to another university and there is no Co-PI on the project and s/he stops writing reports, the chair is left with technical and fiduciary responsibility. Should the project transfer to the new university with Tech as a sub to cover any grad students? What about emeriti faculty? The college of engineering reappoints the emeriti faculty as research faculty and paid on the grant. Adjunct and emeriti could fall under the definition of term employees on the PI definition since the word "etc" is used. The committee asked that we specifically list what the "etc" encompasses on the definition of *Employees with term appointments*. Dave will draft a paragraph to be inserted as a new bullet on the PI definition sheet and will bring to the next meeting.

3. REF Announcement <http://www.admin.mtu.edu/research/REF/>

Dave reported that the REF announcement went out to the campus via Tech Topics, all-depts list, email to chairs/deans and that it is on the research web page. Dave will be appointing reviewers in the near future.

Dave also pointed out the section on the web for the RAC and the administrative training session documents. There also is a Community of Science Tutorial available.

4. Transfer and Close

Julie reviewed the project close out sheet that was distributed in February 1999. Sometimes there is more than a small residual balance left at the end of the project and that is causing some concern. Are all expenses being charged correctly - effort, salary, supplies? Most of these projects are fixed price and bids should be closer to actual so there should not be large amounts left after the close of the project. The indirect cost portion is taken from this balance and the rest transferred to the PI's incentive account. Should only 10-20% go to the PI's incentive account and the remainder to the department or somewhere else? Chairs need to sign off on the Request for Modification form that initiates the transfer so this is the time the chair can determine if correct charging has been done. This is a budget issue for the chair. When closing out - certification is needed that level of effort was true and there is no outstanding debt. This is currently handled on the Request for Mod form - should another form be developed? Are there many close outs that have a significant balance? Although the number is not extremely large, it is growing with most in industry. Julie will pull together some information and bring a summary to the committee.

5. Chair Training Update <http://www.admin.mtu.edu/research/training/index.html>

The chair training session went well and was well attended. The research section is on our web page and the other areas hope to have something up soon. We are in the process of tabulating the evaluations.

6. Cost Share - continuation

Deferred to next meeting.

7. Other