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| --- | --- | --- |
| Members | Attended | Arrival/Departure Time |
| Jeff Brown | yes |  |  |
| George Clarke | yes |  |  |
| Jennifer Coronado | yes |  | arrived @ 1.:10pm |
| Stephen Duffy | yes |  |  |
| Timothy Goles | yes |  |  |
| Ken Hung | yes |  | arrived @ 1:39pm |
| John Kilburn | yes |  |  |
| Sumalai Maroonroge | yes |  | arrived @ 1:12pm |
| Tagi Sagafi-nejad | yes |  | arrived @ 1:09pm/left @ 2:00 |
| Kenneth Tobin | yes |  | arrived @ 2:01pm |
| Thomas Vaughan | yes |  |  |
| Haibo Wang | yes |  |  |
| Carol Waters |  | no |  |
| Brittan Wilson |  | no |  |
| Brendan Townsend (ex officio) | yes |  | left @ 2:44pm |
| John Maxstadt (ex officio) | yes |  |  |
| Juan Cisneros (ex officio) |  | no |  |

1. **Call to order - Start time:** 1:09pm
2. **Approve minutes from 12/02/2011**

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| **Motion:** Accept minutes as written. Moved and seconded. |
| Present: | 10 | For: | 8 | Against: |  | Abstain: | 1 |

1. **Old Business**
	1. Official TAMIU institutional policies update
2. **New Business**
	1. Appointment by Dean of Graduate Studies of 2 URC members (as needed) to fill areas of expertise lacking on the URC

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| **Motion:** Accept appointment of 2 URC members (as needed).  Moved and seconded. |
| Present: | 11 | For: | 9 | Against: |  | Abstain: | 1 |

* 1. Revisions to Fall 2012 applications and decision on when to release new applications?

 Release applications in April/May, with reminders sent in August and September

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| **Motion:** To remove anonymity in 2013 and future URG applications from this  point forward. Moved and seconded. |
| Present: | 11 | For: | 9 | Against: |  | Abstain: | 1 |

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| **Motion:** Responsible Conduct of Research training is mandatory for students and  PI, unless waiver is requested and approved by the Dean of Research. Moved and seconded. |
| Present: | 11 | For: | 9 | Against: |  | Abstain: | 1 |

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| **Motion:** Approve all suggested changes in the URG Application. Moved and seconded. |
| Present: | 12 | For: | 9 | Against: |  | Abstain: | 1 |

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| **Motion:** Approve all suggested changes in the URDA Application. Moved and seconded. |
| Present: | 11 | For: | 9 | Against: |  | Abstain: | 1 |

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| **Motion:** Approve all suggested changes in the Creative Grant Application. Moved and seconded. |
| Present: | 11 | For: | 9 | Against: |  | Abstain: | 1 |

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| **Motion:** Approve all suggested changes in the Travel Grant Application. Moved and seconded. |
| Present: | 11 | For: | 9 | Against: |  | Abstain: | 1 |

* 1. Revisions to peer review form - one for URG/URDA; one for UCPG

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| **Motion:** Approve all suggested changes in the Peer Review Form. Moved and seconded. |
| Present: | 11 | For: | 9 | Against: |  | Abstain: | 1 |

* 1. Changes to the review process for Fall 2012 competitions

 Discussion on items **di. - dv.** below - no changes at this time to review process

* + 1. Include colleges in review process?
		2. External reviews of URDA applications or appointment of internal review panel
		3. Selection of reviewers
		4. Timelines
		5. Potential lack of a timely response from reviewers (for external reviewers)
		6. Repeat awardees - enforcing and functionally how deal with this point that is in the Fall 2011 URG and URDA applications:

*"Funding Faculty members who have received three URG awards in the past 5 years or have received 1 URDA award in the past 2 years will have lower priority and will need to provide compelling evidence for a “new research direction” to be considered for funding."*

**Adjournment at:** 2:47pm

Minutes submitted by: Dr. Jeff Brown, Celeste Kidd and Zoila Franco-Hinojosa

Minutes are pending approval by University Research Council