

# CPI

Council of Principal Investigators - College of Education & Human Development



## Meeting Notes

Thursday, November 12, 2020

3:00pm-4:30pm – Zoom Meeting

Members Present	Members Unable to Attend	Others Present
Tamika Gilreath, HLKN Ben Herman, TLAC Sandra Acosta, EPSY Mary Alfred, EAHR Jamilia Blake, EPSY Marielle Engelen, HLKN Joanne Olson, TLAC Steven Riechman, HLKN Christine Stanley, EAHR Kay Wijekumar, TLAC David Wright, HLKN		Rafael Lara-Alecio, EPSY (University CPI Rep.) Jeff Liew, CERD Pre Award Ann Savell, CERD Pre Award Jason Foley, CERD Pre Award Clayton Holle, CERD Post Award
Agenda Item	Comments	Recommendations/Actions/Follow-up
I. End of Semester Check-In	Dr. Gilreath checked in with members to see how everyone was doing and if there were any tips to share. Dr. Stanley mentioned how data collection has had to change due to COVID restrictions. Dr. Gilreath mentioned the Coffee Chats have been going well. One of the purposes in the last CEHD CPI meeting had been to identify the leading things to be pursued for the CPI this year. With the pandemic, everyone is understandably overwhelmed, so updates will be discussed today on those items that were identified in the last meeting as immediate needs.	
II. Updates from the Associate Dean of Research	Dr. Jeffrey Liew, Associate Dean of Research, provided an update on the search to fill the Sr. Research Development Officer position. He stated that Julie Svetlick will be the new incoming Sr RDO in CERD,	The new Sr. RDO will be starting on 11/16/20 in CERD.

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	<p>starting 11/16, and provided information on her background and qualifications.</p> <p>Dr. Liew said that at the Research Council yesterday, they discussed reporting Conflicts of Interest in foreign employment. For PI's that might have employment part time or in the summer with a foreign entity, it needs to be reported, as well as any general conflicts of interest. That info should be disclosed.</p>	<p>Be sure to properly disclose any part-time or summer employment with a foreign entity.</p>
<p>III. Updates from CERD Pre-Award</p>	<p>Ann Savell provided an update from the Texas A&amp;M Research Administration Committee (TRAC) on the merger occurring between the VPR and SRS departments. Reference to the Research Administration group is changing from "VPR" to "TAMRA" (Texas A&amp;M Research Administration).</p> <p>Additional changes include:</p> <ul style="list-style-type: none"> <li>• Routing of proposals will no longer include TAMRA. University Rule 15.01.01.M5 Preparation, Review and Submission of Sponsored Project Proposals will undergo review to clarify responsibilities of the PI, department head, and dean.</li> <li>• The PI, department head, and dean will approve Voluntary Committed Cost Sharing during proposal routing, removing the requirement of prior approval and making the routing of the proposal prior to submission imperative.</li> </ul>	<p>A copy of the TAMRA announcement document from the TRAC meeting is being included, with approval, attached to these meeting minutes.</p>
<p>IV. Updates from University CPI</p>	<p>Dr. Rafael Lara-Alecio provided an update from the University Council of Principal Investigators.</p> <p>The University CPI typically meets the second week of each month. The University CPI sends a monthly Newsletter and Meeting Updates to research members across the system, with information from the different members, colleges, stations, offices such as IRB, Maestro, graduate and undergraduate research programs, etc.</p> <p>Going forward, Dr. Liew intends to disseminate the University CPI newsletter out to the college as soon as it comes out.</p> <p>At the most recent University CPI meeting, Karen Butler was a presenter. A new school was discussed: the Graduate and</p>	<p>To view the most recent meeting materials, visit:  <a href="https://cpi.tamu.edu/meetings/2020-2021-general-meeting-schedule">https://cpi.tamu.edu/meetings/2020-2021-general-meeting-schedule</a></p> <p>Please attend the monthly University CPI Meetings; reach out to Dr. Lara-Alecio (a-lara@tamu.edu) or Dr. Tim Elliot (telliott@tamu.edu), and they will arrange it.</p>

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	<p>Professional School. This is a Professional Master program and not only focuses on research degrees. They are restructuring the whole unit. It will involve a graduate unit, faculty, professional and program leadership, marketing, and interdisciplinary degree programs. They are paying attention to all the roles and importance. They will launch on Jan. 1st.</p> <p>To discuss IT information, Dee Charles was the presenter. Info was provided on what we have in place. Tamu.edu started with 500k faculty involved, and now it's over 1.7 million individuals. They are working to provide better services to the whole community.</p> <p>The dean of libraries, David Carlson, gave a picture of library negotiations that were occurring.</p> <p>Ann posted in the chat where the CPI meeting minutes for both CEHD CPI and University CPI can be found once posted.</p>	
V. IT Support Update	<p>Dr. Gilreath provided an update on the IT concerns mentioned in the last meeting; she and CERD have been having discussions with Stewart Hutchins and his team about all our communication/IT needs.</p> <p>With that, Stewart Hutchins was in attendance at this CPI meeting to discuss IT support, address concerns from council members, and provide updates.</p> <p>To help increase the turnaround time for license requests and other access issues, his team will be using CyberArk. This is an application in which a dialog box will appear asking what you need if you are attempting to access something that requires elevated access. It is tracked and recorded.</p> <p>Arlen Strader and his group are working on setting up the standard rules.</p> <p>If our researchers are interested in obtaining one of the CyberArk licenses, go to mycehd to request admin access software, and mention Stewart Hutchin's name. However, due to the limited number of these licenses, they should be restricted to researchers, as Mr. Hutchins sees this more immediate access solution as being a need for researchers in particular.</p>	Dr. Gilreath reiterated that all faculty should communicate unmet IT needs as they are identified for review by the College administration.

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	<p>Member posed a question asking whether CEHD researchers receive the same quality of service and resources as other colleges. How is that level of service determined?</p> <p>Mr. Hutchins said the yearly risk assessment regarding what kind of data/research each group is performing plays a role in what services they offer to accommodate them.</p>	
<p>VI. Update from CERD Post-Award</p>	<p>Clayton Holle provided an update from CERD post-award. They have a phone service set up. They can be reached as normal and calls will route to their laptops. That should continue even after the power outages scheduled for Harrington Tower close to the winter break.</p> <p>The TAMRA changes Ann mentioned does not have an impact on post-award. For time and effort, still continue going to Clayton's office and they will reach out.</p> <p>Question posed by a member: can gift cards be given out in a drawing for completing surveys?</p> <p>Clayton answered that yes, that can be done, but the IRB approval needs to clarify that gift cards will be given out via a drawing, and include the amount of gift cards. If gift cards are given out to A&amp;M employees, we will need to record their UIN for tax purposes (W-9, etc.) as additional compensation.</p> <p>One member brought up their concern with the COVID-related signature on SRS emails stating that their responses/actions may be delayed. This PI has worked with SRS, and that out of office message should now be updated and have a more clear indication about when the SRS administrator is available or not.</p> <p>Clayton said this is something we can address with SRS.</p> <p>One member asked about requests to SRS for Quarterly Reports. Clayton said the Post-Award team is hoping they can work with SRS to</p>	<p>Clayton will meet with SRS to discuss the following items:</p> <ul style="list-style-type: none"> <li>• Concerns with the COVID-related signature line and auto-responses on SRS administrator emails,</li> <li>• Options to program different versions of the financial reports,</li> <li>• Resolving confusion over account setup structure on certain projects.</li> </ul>

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	<p>program a new automated report and an on-demand report with the object codes and categories in the format the sponsor needs.</p> <p>One member asked about the way accounts are set up for certain projects.</p> <p>Clayton said he will continue to work with SRS to figure out why they are creating a new account for each new year, as it makes it difficult to see the leftover funds from one year to another. He will follow up again with SRS on this item.</p>	
VII. Other Topics	No additional topics were brought forward.	

# TAMRA Changes

- Routing of proposals will no longer include TAMRA. University Rule 15.01.01.M5 Preparation, Review and Submission of Sponsored Project Proposals will undergo review to clarify responsibilities of the PI, department head, and dean.
- The PI, department head, and dean will approve Voluntary Committed Cost Sharing during proposal routing, removing the requirement of prior approval and making the routing of the proposal prior to submission imperative. Maestro and the cost sharing statement that is included in the routing package will identify if the cost sharing is mandatory or voluntary. University Rule 15.01.01.M1.03 Cost-Sharing Procedures will undergo review to remove the VPR approval.
- For TAMU Maestro User Requests, email Dee Dee Leverett at [tamura@tamu.edu](mailto:tamura@tamu.edu).
- For Maestro questions and training, email [maestro@tamu.edu](mailto:maestro@tamu.edu).
- For Maestro routing changes, email Amanda Reitmayer at [areitmayer@tamu.edu](mailto:areitmayer@tamu.edu).
- For DiMinimis Effort and PI Eligibility requests, email Eric Alvarez at [timeandeffort@tamu.edu](mailto:timeandeffort@tamu.edu).
- Process for requesting an IDC Waiver remains unchanged.
- For Letters of Support, email Dee Dee Leverett at [leverett@tamu.edu](mailto:leverett@tamu.edu).
- For VPR, Provost, President Signature, email Dee Dee Leverett at [leverett@tamu.edu](mailto:leverett@tamu.edu).
- Contact for TAMU proposals will be Amanda Reitmayer, Associate Director, [areitmayer@tamu.edu](mailto:areitmayer@tamu.edu), and Lyndal Arceneaux, Team Lead, [arceneaux@tamu.edu](mailto:arceneaux@tamu.edu).
- Contact for HSC proposals will be Shelly Berry-Hebb, Associate Director, [sberry@tamu.edu](mailto:sberry@tamu.edu) and Stephanie Towns, Team Lead, [stowns@tamu.edu](mailto:stowns@tamu.edu) or (for SPH) Anna Jahn, Team Lead, [ajahn@tamu.edu](mailto:ajahn@tamu.edu).
- Your department assigned proposal administrator will be the point of contact for all proposals, now including all industry proposals.
- Industry contracts are now negotiated at SRS, contact Travis Young, [tyoung@tamu.edu](mailto:tyoung@tamu.edu).
- Katherine Kissmann is the Director of Contracts for all unfunded agreements. This includes NDA's, MTAs, MOUs, Data Use Agreements, Collaboration Agreements and capstones. Contact Katherine at [kkissmann@tamu.edu](mailto:kkissmann@tamu.edu).