

Grants Review Committee Policies and Procedures

Fall 2021

Membership:

The Cal Poly Grants Review Committee (GRC) is comprised of one voting General Faculty representative from each college and Professional Consultative Services, as well as *ex officio* members, including the Academic Senate Chair, the Vice President of Research, Economic Development & Graduate Education or designee, and a graduate student ASI representative. GRC *ex officio* members are non-voting, with the exception of the ASI representative having voting rights for the Student Research Competition.*

Committee appointments are made by the Academic Senate Executive Committee each Spring. Members serve a two-year term. GRC Chair will also be appointed by the Academic Senate Executive Committee and serve a one-year term as chair. The committee chair shall be responsible for implementing the committee charges, for keeping minutes (supported by R-EDGE staff), and for making quarterly reports to the Academic Senate Chair. The work of the committee is confidential and should not be shared with non-committee members.

No member of the Grants Review Committee is eligible to apply for any grant, leave, or award program administered by the committee while serving on the committee. Further, members will declare all conflicts of interests regarding student research, faculty collaborations, and other personal or professional interests and abide by GRC review criteria concerning said conflicts of interest (COI).**

Responsibilities:

The GRC is tasked with five*** main responsibilities.

1. Develop policies and procedures for the review of grant proposals referred to it, including but not limited to those funded through the Chancellor's Research, Scholarship, and Creative Activity (RSCA) allocations (with additional financial support from the Provost's Office).
2. Evaluate RSCA grant proposals following committee policies and procedures and select awardees for annual awards.
3. Make recommendations to the Vice President of Research, Economic Development & Graduate Education concerning the funding of other internal grants subject to review by the source of funding.
4. Develop policies and procedures for the selection of Cal Poly State University student delegates to the system-wide CSU Student Research Competition (SRC).
5. Evaluate both the oral and written presentations of students and select the delegates for the system-wide CSU Student Research Competition.

Operations:

To perform our charge, the GRC requires a minimum of five annual meetings, with additional meetings necessitated by committee needs and procedure changes. Mandatory meetings are:

1. Orientation to GRC (Fall): To orient committee members to the GRC policies and procedures, review the timeline for RSCA and SRC.
2. Rubrics and Scoring discussion (Winter): To review RSCA and SRC scoring rubrics, norm scoring procedures, and provide anti-bias resources.
 - a. Review the RSCA scoring rubric
 - b. Review the SRC scoring rubric
3. Student Research Competition (Winter): To evaluate student research presentations and elect 10 student delegates to represent Cal Poly at the CSU-wide SRC. Evaluation of written papers happens prior to the student presentations and is required.
4. RSCA (Spring): Panel discussion to review RSCA scores and designate RSCA grant awardees. Proposal evaluation happens prior to meeting.
5. Debriefing meeting (Spring): The final spring meeting allows committee members to discuss policies and procedures and make recommendations for updates.

Additional meetings shall be called at the discretion of the committee Chair or upon the request of three members of the committee. The committee Chair shall notify the chair of the college caucus whenever a member has not attended two consecutive meetings. Committee voting follows the Academic Senate guidelines of simple majority and members may not vote by proxy. Due to the confidential nature of the charges of the GRC, award discussion meetings are not open to the public. The SRC presentations are made publicly available.

RSCA review:

Review requires three reviewers per proposal and evaluation of each proposal according to the established evaluation rubric, which is made available to all faculty. Review is anonymous – meaning that the applicant is not informed of reviewer identities. All faculty unit employees are eligible to compete for funding, including lecturers, tenure-track, and tenured faculty. Each proposal is reviewed by the GRC faculty representative from the applicant's college and two other qualified representatives. Scoring rubrics and pre-evaluation scoring discussion provide suggestions on the committee mandate for fair and equitable evaluation of the breadth of scholarly products across campus. Funding decisions are made in accordance with each college's percentage of full-time equivalent faculty (FTE). This means that each college receives a percentage of the total available grant funding equivalent to the college's FTE (CAED 8%, CAFES 11%, CENG 20%, CLA 27%, CSM 26%, OCOB 8%, and Library 1%) and ensures proposals are reviewed against other proposals in the same college. Only high-quality proposals are funded and if a college does not exhaust its allowable percentage of funding, the committee can then additionally fund highly ranked proposals beyond a college's percentage cap. GRC members should declare a COI for any proposal advancing their own research interests or the research interests of an active collaborator, as well as any other conflict that might impact fair and equitable evaluation. Additional information <https://research.calpoly.edu/rsca>.

SRC review:

SRC review requires that each committee member evaluate students based on their written and oral research presentations according to the established evaluation rubric (1-5 per category). Scoring rubrics and pre-evaluation scoring discussion provide suggestions on the committee mandate for fair and equitable evaluation of the breadth of scholarly products across campus and the committee's

responsibility to balance evaluation and mentoring of students engaged in research. Student submission is coordinated by the Office of Student Research via InfoReady, then reviewed by associate deans or equivalent prior to being shared with the GRC. Student submissions are limited to 1 as primary author, 1 as secondary author. Following the competition, committee members provide scores for each student according to evaluation rubric. The committee then engages in a qualitative discussion to finalize delegates according to college, UG/G status, and competition categories. Committee members will not vote on their own students' presentations or participate in qualitative discussion related to said student's work, as it is a COI. Additional information <https://studentresearch.calpoly.edu/csu-research-competition>.

*Following prior committee discussion (Spring 2021), clarification will be submitted to the Academic Senate this quarter to resolve uncertainty on official policy and de-facto procedures.

**COI document will be added to committee policies.

***Will be modified to 5 as GRC's is tasked with the review process for RSCA and any other grant.