**Research Council Roles and Responsibilities**

Research Council – 2nd Wednesday of the month (September – May); 3:30 pm – 5:00 pm

* September 8, 2021
* October 13
* November 10
* December 8
* January 12, 2022
* February 9
* March 9
* April 13
* May 11 – as been canceled for the last several years due to graduation activities

Chair Responsibilities

* Provide Admin Coordinator list of Council members for academic year
* Make committee assignments and provide to admin coordinator. Ideally there are at least two Council members with previous experience with that committee as well as two ADRs who are ex officio.

Current committees:

* + Core Facilities Advisory Committee Representative
  + Institutional Compliance Committee Representative
  + Graduate Council Representative
  + Chancellor Awards Committee
  + SARIF Equipment and Infrastructure Fund Committee
  + SARIF Graduate Research Assistantship Committee
* Develop agenda and invite speakers
* Provide Admin Coordinator agenda and associated materials to email to the Council members

Admin Coordinator Responsibilities

* Send meeting invite to Council for all dates with a Zoom link
  + A waiting room will be active to ensure no meeting “bombers”
* Send agenda and associated materials to Council
* Create meeting minutes
  + Council minutes are a summary of the meeting and may not include all conversation details.
  + When possible questions and answers will be included however there is sensitivity to including since the minutes will be posted in the public domain.
  + Some conversations will not be captured due to sensitivity as well as to encourage open and honest communication.
  + A Zoom recording will be available but will only be sent to those Council members who request. They will not be included in the minutes. The recording will not be posted on the website.
  + Depending on workload, it may take two to three weeks to create the minutes and send to Council
  + Send minutes to voting Council members for approval.

Admin Coordinator Responsibilities *(continued)*

* Post meeting agenda and approved minutes to the Research Council website
* Coordinate with Council committees to review and make decisions on funding award. This includes reviewer assignments and coordinating selection meetings. Each committee chair will provide the final funding selections to Admin Coordinator.
  + Chancellor Awards Committee *(Announced in August, Selection by late January/early February)*
  + SARIF Equipment and Infrastructure Fund Committee *(Announced in August, Selection by January)*
  + SARIF Graduate Research Assistantship Committee *(Announced in August, Selection by January)*
* Notify all applicants of funding status