Minutes
Meeting of Council on Sponsored Activities
November 18, 2010
Location: Suite 224, North West Wing of Baker Conference Room
3:00 – 4:00 pm

Call to Order: The meeting was called to order by Chair Martin Wybourne at 3:05 p.m. A quorum was present.

Members Present: Martin Wybourne, Elsa Garmire, Todd Heatherton, Jill Mortali, Leslie Henderson, Robert Donin, Jon Kull and Steven Kadish

Members Absent: Robert Hansen, Tillman Gerngross, Paul Guyre and David Kotz

Approval of the September 28, 2010 Minutes and Approval of the November 2, 2010 Minutes: Martin Wybourne circulated corrections/revision from David Kotz. One additional revision to the November 2 minutes was proposed and accepted. The Minutes were approved.

Updates:

a) Thayer School Research Project – Doug van Citters has decided not to go forward on the J&J project. He believes the project risk outweigh the benefits.

b) Replacement for COEUS – The Electronic Research Administration committee has recommended Click Commerce as the replacement for COEUS, whose support goes away in January 2013. The cost could be high, but there is a clear need for an integrated system. Martin Wybourne and Joe Doucet will carefully review details of the recommendation before it is presented to senior leadership.

Signature Authority Policy – Bob Donin: Bob Donin circulated a revised draft of the section on research administration, reflecting comments from the last CSA meeting. There was discussion of how to describe the people who might have authorization in different labs and it was suggested that a more general description could be used – for example Research Team Members. There was discussion about how to include co-investigators. Jill Mortali pointed out that OSP authorizes all purchases over the capital equipment threshold of $5000. Bob will revise the document again and circulate it for further discussion.

Revised Recommended Revision to Business Expense and Procurement Policies – Steve Kadish: Steve circulated a draft for review and comment of the changes to financial policy. The revised policy is designed to make it easier and more efficient to process expenses. Right now meals and incidentals are reimbursed based on actual expenses, with most divisions requiring receipts. The new policy will allow for either a per diem or actual expense reimbursement for a given trip, providing travelers more flexibility in managing their meal expense/receipts. According to IRS policy, the college can use the US Government per diem rates. The College will provide the option to use a high-low method which would allow the College to set the per diem
rate at $65 for certain locations (e.g. Boston, New York, Chicago, DC, etc.) and $52 for other locations. There was support for the policy, but it was agreed that it was poorly worded and confusing. Steve Kadish said that the policy will be revised for clarity.

Adjournment – The meeting adjourned at 4:10 p.m.