

USF Research Council

Meeting Minutes
November 20, 2023

Present: John Adams (Past Chair), Kelli Barr, Feng Cheng, Elizabeth Hadley, Ganesh Halade, Richard Heller (Chair), James Leahy, Mark Luther, Kristian Lynch, Emily Shaffer-Hudkins, Kristina Schmidt, David Simmons (Vice-Chair), Marilyn Stern

Absent: Ponrathi Athilingam, Jenny Qin, Taryn Sabia, Kersuze Simeon-Jones

Also Attending: Eddie Aikins, Keith Anderson, George Cotter, Judi Dorn, Sandy Justice, Tina Lucas, Allison Madden, Mark McLaughlin, Ben Shnitser, Stephanie Rios, Sylvia Thomas

Call to Order

Dr. Richard Heller (Chair), called the meeting of the USF Research Council to order at 12:30 p.m. on November 20, 2023, in-person at the VP for Research Multi-Purpose Room and via Microsoft Teams.

Approval of Minutes from Last Meeting

The November 6, 2023, minutes were approved as presented.

USF Procurement Procedures and Policies

George Cotter, Assistant Vice President Procurement and Payment Services visited the Research Council and discussed the policies and procedures for procurement. Payment services have recently merged with Procurement. Procurement services include Procurement (sourcing through Bull Marketplace and other services), PCard program management, central receiving operations, and a liaison for record retention, reporting annually to the state. Payment Services include accounts payable and payment processing, supplier record management, travel process management, and document management for Payment Procedure Management (PPM). During FY 2022-2023, they've processed 1,633 contracts and amendments, 17,420 purchase orders, 3,968 change orders, \$63.9 million and 140,000 P-card transactions, and more than 38,000 packages handled in central receiving plus electronic collections. Bull Marketplace is the primary platform, including sourcing, supplier management, contracts, E-Procurement Marketplace, purchase order management, receiving, AP payment processing, and other forms and tools (UTSB, PRF, non-punchout suppliers).

Future efforts include adding more punchout suppliers in Bull Marketplace, consolidation to a central help desk, collaboration with Embedded Services, continuous improvement for communication, and strategic sourcing efforts. George noted things to remember: a PO is needed or a bilateral agreement (or a P-card holder placing a PCard order) prior to receiving goods or services, invoices need to be paid in a timely manner, competitions begin at \$10,000, and a good faith effort should be made to find a diverse supplier. George addressed the members' questions and concerns. A RC member noted that in research, re-agents are critical and can be the same every time. The steps required are an impediment to conducting research, and adding more items to Bull Market will not solve the issue. George was thanked for his time and presentation and invited back again for further discussion regarding the researcher's needs.

USF Research Development Institute (RDI)

Sandy Justice, Director, presented the new USF Research Development Institute to the Research Council and reviewed its purpose, strategy, direction, services, stakeholders, and the team. Internal awards and limited submissions will be submitted through InfoReady, which has many capabilities and advantages. Strategic intelligence will include capacity benchmarking, federal budget monitoring and analyses, and funding opportunity forecasting. Sandy reviewed the capabilities of Academic Analytics, where a team will track the trends and work to coordinate prior to the RFP. A Think Tank launch is scheduled for December 15. The Research Council members were very receptive to the opportunities and functions of the RDI. Sandy was thanked for her time and information and will be invited back again.

Discussion Regarding Funding for Research Fellowship Grant (RFG) and Core Facilities Matching Grant (CFMG)

Faculty members have communicated disappointment in the of lack of internal award programs for new and junior faculty while we await funding for the new RFG and CFMG. The original plan was to take the money off the top of F&A before distribution. Research Council was not aware of the Provost's CREATE Award at the time that IDRAs were recommended. The group recommended that Proposal Enhancement and New Research Grants be offered for a March deadline and allocate next fiscal year's funding.

Recommendation for Limited Submission Internal Deadlines

This item will be deferred to a later date when time permits.

Adjournment

The Chair adjourned the meeting at 2:05 p.m.

Next Meeting

The next meeting is scheduled for Monday, December 4, 2023. Jorge Rodriguez, Foreign Influence Officer will visit along with Craig Dawson, USF Legal Counsel and Caroline Fultz-Carver, JD, Audit and Compliance, and Human Resources representatives.