

BURRELL Research Advisory Council Meeting (via Video/Electronic Conferencing)

March 19, 2021, 1:00 p.m.

Members Present:		Joseph Benoit, PhD (Chair), Adrienne Kania, DO, Harald Stauss, MD, PhD, Gabor Szalai, PhD, Kalli Martinez, MS (ex-officio), David Osborne, PhD (ex-officio), Steven J. Ontiveros, PhD (ex-officio), Erin Palazzolo, MLIS (ex-officio), Michael E. Woods, PhD (ex-officio), Elijah Ibadlit OMS-I			
Members Absent:		Jonathan Kreger OMS-II Adela Lente, MD (ex-officio), Jennifer E. Taylor, (ex-officio), Richard Ross, MD			
Other Attendees		Martha Enriquez (Recording Secretary)			
Item	Topic/Agenda	Discussion	Recommended Action	Responsible Person(s)	Actions/Follow-Up
I. Approval of Minutes					
	February 19, 2021	The meeting minutes for February 19, 2021 were unanimously approved.	APPROVED		
II. Announcements					
	COVID-19 Research Update	<p>Drs. Benoit gave a brief update on the COVID-19.</p> <ul style="list-style-type: none"> The IRB is reviewing protocols for the resumption of human subjects research. 	No Action Required		
III. Old Business					
VI. New Business					
	RSP.019 COVID-19 Human Subjects Research Guidance	<p>The COVID-19 Human Subjects Research Guidance SOP is now available on the website, based on the work of the IRB subcommittee.</p> <p>The SOP will be revised as circumstances change. The SOP will be added to the IRB's monthly agenda.</p>	No Action Required		
	New Ordering Process & Training Information Web Pages	<p>Ms. Kalli Martinez and Ms. Martha Enriquez provided an update on the new ordering process and training information web pages. Some links are still being worked on, and they will be posted as they are completed. Any suggestions or comments to improve the process are welcome.</p> <p>Ordering dates and deadlines were also discussed.</p> <ul style="list-style-type: none"> 4/1/2021-Last day to place international orders. 6/4/2021-Last day to submit purchase requisitions. 6/8/2021-Last day to generate purchase orders. 6/29/2021-Last day for receiving and expense reimbursements. 7/19/2021-Resume purchase requisitions in workflow. 	No Action Required		
VII. Other-Updates					

	Research Laboratories	<p>Dr. Woods provided the following updates on the research laboratories.</p> <ul style="list-style-type: none"> • The Office of Research is planning to have students access the laboratories with their mentors by the time the Summer Research Experience begins. • Access to the research laboratories will necessitate planning and coordination of activities in order to meet capacity requirements. • Building 300 is getting new flooring and plumbing. • The Office of Research is looking into upgrading the card swipe system. • The photographers will be at the research labs filming video to include in the virtual tour of the main building. • Eppendorf no longer supports the centrifuge. • Ms. Kalli will contact PIs to request a chemical inventory to ensure that MSDS is up to date and to assist with the disposal of expired materials. 	No Action Required		
	Student Research	<p>Dr. Ontiveros provided updates regarding Student Research.</p> <ul style="list-style-type: none"> • No Distinction in Research applications were received this year. 	No Action Required		
	Summer Research Experience and MSRD Planning	<p>Dr. Ontiveros provided updates regarding the Summer Research Experience and MSRD Planning.</p> <ul style="list-style-type: none"> • There were 19 faculty projects for the 2021 Summer Research Experience with 11 new and 8 roll-over projects from the previous year. Fifty-one students were matched. • A SRE General Informational Meeting will be held on March 30, 2021 at 3PM. • Orientation day will be discussed at the next Task Force meeting. • Summer Workshops will revolve around presentation skills. The sessions will take place on the following dates: June 7, June 14, June 21, June 28, and July 6. • Medical Student Research Day will occur on July 16, 2021. • The call for abstracts will open on June 1st and close on July 8th. • It was decided to use an oral presentation schedule for research day. • The Web Page should be going live next week. <p>Dr. Benoit added the following items to the Task Force agenda.</p> <ul style="list-style-type: none"> • Hold a discussion centered on presenting us with an MSRD backwards planning plan. It is essential that we plan ahead of time. • In planning the orientation day. Work with IT to stream the presentations so that they do not add to the capacity issues and reserve both lecture halls. • Rethink the poster awards, and instead of a specific category award, go with 1, 2, and 3. 	No Action Required		

	Student Representative Updates	The distinguished speaker has been identified by Mr. Jonathan Kreger and Mr. Elijah Ibadlit, and is scheduled for April 1, 2021.	No Action Required		
X	Adjourn				

Meeting adjourned at 2:55 PM

Signature on File

May 25, 2021

Committee Chair

Date