

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

**January 22, 2021, 1:00 p.m.**

<b>Members Present:</b>		Joseph Benoit, PhD (Chair), Adrienne Kania, DO, Richard Ross, MD (left at 2:17PM), Harald Stauss, MD, PhD (left at 1:45PM), Gabor Szalai, PhD (left at 1:45PM), Kalli Martinez, MS (ex-officio), David Osborne, PhD (ex-officio), Steven J. Ontiveros, PhD (ex-officio), Michael E. Woods, PhD (ex-officio), Elijah Ibadlit OMS-I, Jonathan Kreger OMS-II			
<b>Members Absent:</b>		Adela Lente, MD (ex-officio), Jennifer E. Taylor, (ex-officio), Erin Palazzolo, MLIS (ex-officio)			
<b>Other Attendees</b>		Martha Enriquez (Recording Secretary)			
<b>Item</b>	<b>Topic/Agenda</b>	<b>Discussion</b>	<b>Recommended Action</b>	<b>Responsible Person(s)</b>	<b>Actions/Follow-Up</b>
<b>I. Approval of Minutes</b>					
	December 18, 2020	The meeting minutes for December 18, 2020 were unanimously approved.	<b>APPROVED</b>		
<b>II. Announcements</b>					
	COVID-19 Research Update	<p>Drs. Benoit &amp; Woods gave a brief update on the COVID-19 effect on research activities.</p> <ul style="list-style-type: none"> <li>• There have been no major changes on operational activities at the laboratories. The BioScience Research Laboratory and Computer Laboratory continue to operate at limited capacity. Activities in the Human Physiology Laboratory remain suspended.</li> <li>• Dr. Stauss provided an IRB update. <ul style="list-style-type: none"> <li>○ Dr. Woods has prepared some guidelines that are currently being discussed with the IRB subcommittee. The guidelines will reduce risk while still allowing face-to-face activities with human subjects to move forward.</li> </ul> </li> </ul>	<b>No Action Required</b>		
<b>III. Old Business</b>					
<b>VI. New Business</b>					
	Summer Research Experience and MSRD Planning	<p>The Office of Research is planning to have students access the laboratories with their mentors by the time the Summer Research Experience begins.</p> <ul style="list-style-type: none"> <li>• Scheduling and coordination will be required to take advantage of laboratory space and get the students in the lab.</li> <li>• The Office of Research will be providing updates and soliciting help to work through the logistics to get us through the Spring.</li> <li>• The Office of Research is planning to have a face-to-face speaker for MSRD.</li> <li>• RAC members will assist Dr. Ontiveros with the general planning and logistics for Medical Student Research Day. The following council</li> </ul>	<b>No Action Required</b>		

		<p>members volunteered to assist with the general planning and logistics of MSRD.</p> <ul style="list-style-type: none"> <li>o Adrienne Kania, DO, Richard Ross, MD, Harald Stauss, MD, PhD, Mr. Jonathan Kreger, and Mr. Elijah Ibadlit.</li> </ul>			
	Students in the Laboratory Planning	The Office of Research is actively working to find a way to reopen the laboratories so that students have access to bench space and equipment.	<b>No Action Required</b>		
	Capital Equipment Budget FY-22	<p>Dr. Woods briefly discussed about the capital equipment budget for FY22.</p> <ul style="list-style-type: none"> <li>• Dr. Woods reached out to faculty for potential capital equipment requests. In response to that note, he did not receive any requests.</li> <li>• While assessing equipment and computers in the laboratory, Dr. Woods and Ms. Kalli Martinez learned that the existing Guava instrument is outdated. Dr. Woods proposed the purchase of a new Guava instrument, as a potential capital purchase for next year. Council members provided feedback and agreed to the potential purchase of a new Guava instrument.</li> </ul>	<b>No Action Required</b>		
	Research Misconduct Procedure Update	Dr. Benoit continues to work on the Research Misconduct Procedure SOP.	<b>No Action Required</b>		
VII.	<b>Other-Updates</b>				
	Research Laboratories	<p>Dr. Woods provided the following updates on the research laboratories.</p> <ul style="list-style-type: none"> <li>• The biosafety cabinets and chemical hoods were certified this week. The front biosafety cabinet, which belongs to the facility, is at its minimum performance.</li> <li>• Full sets of pipettors will be available throughout the lab.</li> <li>• Washer/Dryer combo will be placed in the human physiology lab.</li> </ul>	<b>No Action Required</b>		
	Student Research	<p>Dr. Ontiveros was not able to attend. Dr. Benoit provided the following updates regarding Student Research.</p> <ul style="list-style-type: none"> <li>• All students are required to complete the Responsible Conduct of Research (RCR) course. The Office of Research will be working with the Dean's office with matters of non-compliance.</li> </ul>	<b>No Action Required</b>		
	Student Representative Updates	<p>Mr. Jonathan Kreger provided the following updates.</p> <ul style="list-style-type: none"> <li>• Mr. Jonathan Kreger and Mr. Elijah Ibadlit are currently working on submitting a letter to the speaker for Medical Student Research Day.</li> <li>• Mr. Jonathan Kreger will be sending a Qualtrics survey to students so that students can vote on a list of 10 candidates for the Distinguished Researcher Seminar Series.</li> </ul>	<b>No Action Required</b>		
X	<b>Adjourn</b>				

Meeting adjourned at 2:20 PM

Signature on File

Committee Chair

March 5, 2021

Date