Accessing the Meeting via Video Conference: https://zoom.us/j/750077802

Meeting Agenda

1. 2:30 - 2:50 PM: Approval of Agenda, Minutes, Announcements
   a. Approval of Agenda and Minutes
   b. Identify a minute taker (Lucy is out today)
   c. Welcome new members and introductions
   d. CSF Meeting: January 27th & 28th at UCSF (Sunday/Monday)
   e. Announcements

2. 2:50 - 3:30 PM: Funding Proposal Process
   a. Updates: 74 proposals with a total of $3,722,120 in requests. Tracking Spreadsheet reflects all proposals.
      i. Proposals have been numbered in the order they were submitted.
   b. Funding Proposal Folder
      i. Each proposal has a corresponding folder where all materials submitted by the author have been saved.
      ii. Lucy has followed up with some groups that were missing budget documents and some items are still coming in.
   c. Funding Proposal Rating Sheet
      i. Workbook contains one worksheet for each member (see tabs at bottom, organized alphabetically by first name).
   d. Discussion on process and next steps
      i. Timeline for review of proposals. Establish a deadline for all members to read and evaluate proposal.
      ii. How many meetings will we forgo for proposal review?
   e. Discussion
      i. One late proposal submitted after deadline. What should we do?
      ii. Some proposals may have listed inaccurate information (for example, which committee member they met with). What should we do?

3. 3:30 PM: Adjournment

Next Meeting: TBA