

Council Meeting Minutes

June 13 – 14, 2019

Attendees:

Council Members: Bobray Bordelon, Christine Borgman, Lisa Cook, Jane Fry, Michael Jones-Correa (Chair), Elizabeth Groff, Verna Keith, Lindsey Malcom-Piqueux, Esther Wilder, Katherine Wallman (virtual), and Keith Whitfield

Guests: Christof Wolf, GESIS

ICPSR Staff: Dharma Akmon, Trent Alexander, JD Alford, Johanna Bleckman, Dieter Burrell, Scott Campbell, Stephanie Carpenter, Alina Conn, Edward Czilli, Linda Detterman, Libby Hemphill, Lynette Hoelter, Stuart Hutchings, Dory Knight-Ingram, Abay Israel, Lisa Kelly, Kilsang Kim, Kathryn Lavender, Daphne Lin, Susan Leonard, Maggie Levenstein, Jared Lyle, James McNally, John Marcotte, Justin Noble, Michelle Overholser, Amy Pienta, Jukka Savolainen, Sandra Schneider, Chelsea Sample-Steele, Annalee Shelton, Michael Shove, Fillippo Stargell, Sharvetta Sylvester, David Thomas, Rujuta Umarji, Harsha Ummerpillai, and Vanessa Unkeless-Perez

Action Items: None specified.

Approval of Minutes

ICPSR Council Chair called for the voting on the minutes from the June 2019 meeting. Council voted unanimously to approve without changes.

Director's Update

Maggie Levenstein updated the Council on the ICPSR Strategic Plan. We have been focusing our attention on three items in the Strategic Plan: (1) improve organizational culture, (2) moving curation to Archonnex and (3) improving our financial reports.

ICPSR administration is wrapping up their recruitment for a Center Administrator and hope to have an offer made within the next few weeks. We also have offers out to the new education archive scientist how will be working with College and Beyond II, and we are currently hiring in Curation, PUMUS, and IT areas.

The Acquisition teams are working well and we are maintaining a strong flow of deposits. We have a new relationship with the *American Economic Association* to host the data archives for all of their journals.

A couple of archives have been refunded: National Addiction and HIV Data Archive Program (NAHDAP) and National Endowment for the Arts. The early childhood archive has been refunded, changed the name and mechanism; we now have Research Connections and the new Child and Family Data Archive. The aging archive funded by the National Institute on Aging just received a second supplement, and the demography archive (DSDR) and criminal justice are both up for renewals this year. We have two projects building data infrastructure: College and Beyond II and Longitudinal Census Linkages.

ICPSR has been participating in new fundraising efforts, ICPSR has received donations as a result of announcing the IMLS medal. It is using responses to build a better and more diversified fundraising base. ISR has a new development officer, Halla Jomaa-Journey who Maggie has been meeting with regularly.

Maggie reviewed the Council Action Items as well as the Council nominations for new Council members as well as the Flanigan and Miller award recipients.

Budgets and Pricing Recommendations

I. Fiscal Year 2019 Budget Update

The printed council books have had a correction on page 37 regarding ICPSR Revenue and Expenses. The FY19 Year to Date column should include an adjusted year-end bottom line surplus of \$8,691. This adjustment removes the nearly \$1.2M in sponsored revenue received in FY19 but which will not be spent until FY20. The first column of the display is the budget council will be asked to approve. The center set of columns shows the approved budget and year to date actual revenue and expenses for FY19. The final three columns contain the same budget and year to date data for FY18.

During the fiscal year, a surplus of membership revenue was collected and non-sponsored expenses were under budget. Major contributors to the decreased expenses were vacant high-level staff positions, a reduction of the provost tax due to ISR reallocating the liability between centers, and summer program is currently under spent.

At this time, the Summer Program is under its budget for both revenue and expenses, however, spending and collection rates remain at a consistent when compared to past years. This is due, in part, to the program's expenses primarily occurring early in the fiscal year, and revenues near the end. In addition, a large tuition refund was processed to the international students unable to obtain visas to attend the program during the summer of 2018.

II. Fiscal Year 2020 Budget Update

The 2020 budget anticipates a deficit of \$423,000. Revisions from the draft budget presented at the March Council meeting take into account deferred revenue from sponsored projects, the reallocation of ISR expenses to the centers, planned professional development efforts, and an increase of curator positions. The budget was created under the assumption that there will be no vacant staff positions, and long-term projects will be renewed at similar rates. Two major projects will be up for renewal are DSDR and NACJD.

The budget predicts that less membership revenue will be collected during fiscal year 2020 than the previous year. A conservative model is used for this projection, which assumes an industry standard collection rate of 96% and does not include any new members. The budget does not account for membership or tuition rate increases that have yet to be approved.

A handout pertaining to the Summer Program was distributed with financial statements based on the calendar year instead of the fiscal year.

III. Membership Pricing Recommendation

Council will be asked to approve a 3% increase to membership pricing.

Many facets were considered when determining the most appropriate rate at which to increase membership pricing. Through customer outreach the membership team has learned that rate increases of 5% often target review by procurement departments, while 3% increases are likely to be unnoticed. Customers have reported that have difficulty gaining procurement approval when rates are increased 10% or more, regardless of demand or necessity of the service. A small pricing increase of 3%, if implemented routinely, would allow for membership revenue to remain balanced with staff merit increases. Decreased collection rates are considered in the forecasting projections on page 55 of the council books.

IV. Indirect Cost Allocation Policy Recommendation

Council will be asked to approve the updated Indirect Cost Allocation Policy proposed on page 59 of the council book. A policy update is necessary, as current policy predates the University's provost tax, a significant expense to ICPSR. The proposed policy would allow for sequestered funds to be released to a PI when a project's IDC rate is at least 35%, while current policy requires an IDC rate of 20%. The proposed policy clarifies the handling of A-21 expenses, as well as the role of ICPSR's advisory council.

Education Committee

Council: Verna Keith (Chair), Lisa Cook, Jane Fry, Michael Jones-Correa, Lindsey Malcom-Piqueux, and Esther Wilder

Staff: Dieter Burrell, Scott Campbell, Stephanie Carpenter, Edward Czilli, Margaret Levenstein, Sandra Schneider, Anna Shelton, and Fillippo Stargell

I. Education Committee - Summer Program

Summer Program has reached 300 registered participants this summer. Much of the program's success is credited to the dedication and hard work of its staff.

The Education Committee plans to analyze how early registration discounts impact participation and revenue. The Education Committee has proposed a revision to the Summer Program Advisory Committee's composition to include current and former council members as well as

former instructors. The Summer Program Advisory Committee's duties include reviewing scholarship application and instructor selection.

The Education Committee discussed the second phase of the Gates Foundation supported Diversity Scholarship. This phase received 191 applicants, 80% of which were strong candidates, making the final selection of 32 applications difficult. The committee explored potential methods of selection, including random selections. The committee also discussed the possibility of increasing the number of scholarships awarded by soliciting additional funding from Gates and other foundations. Currently, the Gates Foundation is committed to one additional year of scholarship funds.

The Education Committee also discussed the quality of program instructors and how they may impact the diversity of registrants. Following evaluation by the Summer Program Advisory Committee, the majority of instructors are invited back. While the Advisory Committee takes student evaluations into account, there are concerns that student biases may have a disproportionately negative impact on minority instructors. The Education Committee has reported there is more difficulty in recruiting diverse instructors than retaining them.

II. Education Committee - Membership Activities

ICPSR's Membership team have been active in member outreach, including campus visits and workshops, with outreach tailored to best fit the member institution's needs. Workshops are offered to demonstrate how data can be used through learning modules and Stat Snap. Stat Snap is currently the only ADA compliant analytic tool on the market.

Technology Committee Meeting

Council Members: Christine Borgman, Bobray Bordelon, Elizabeth Groff, and Katherine Wallman

Guests: Christof Wolf, GESIS

Staff: Trent Alexander, Stuart Hutchings, Abay Israel, Susan Leonard, Daphne Lin, Dan Pritts, Mike Shove, Harsha Ummerpillai, and Vanessa Unkeless-Perez

ICPSR's CNS department is preparing for significant staffing and structure changes to occur over the next several months, impacting eleven positions. In addition to filling vacant high-level positions, staff will be reorganized to better suit the organization's changing needs. As Archonnex development progresses, an increased staff effort is necessary to replace contracted programmers. A request was made to provide new council members with an overview of Archonnex and its goals.

The Technology Committee have observed improved communication between curators and CNS, and are satisfied by current processes. A broad discussion occurred regarding ways in which resources could be prioritized for the long term sustainability and competitiveness of

ICPSR. Improvements to several membership-benefitting projects have strategically been delayed so that staff resources could be reallocated per instruction of the IT Priority Committee.

Presentation by our Curation unit

Staff: Abayomi Israel, Kathryn Lavender, Jared Lyle, and Rujuta Umarji

I. What is Curation?

Staff reported the different definitions of curation, from the perspective of the different units/roles: PuMUS-Art; Business Analyst-Magic, the connective tissue from something that goes into ICPSR and what comes out of ICPSR; Curation-discoverability of data; Collection-allows for the data to be complete and independently understandable by current and future users. The steps of curation were discussed, per the different units/roles. Dharma Akmon's [poster](#) from IASSIST was shared as a graphic: Step 1: Pre-Deposit Consultation; Step 2: Data Deposit Assistance and Coordination; Step 3: Initial Curation Review; Step 4: Post-Deposit Consultation; Step 5: Data Curation; Step 6: Data Release; Step 7: Post-Release Study Support

A. Who thinks Curation is subjective?

Council and Attendees were asked by Abay who felt curation was a subjective activity; about 30% of those present said yes. Abay's point was to say curation was both objective and subjective.

B. Negotiation with P.I. or Investigator about data needing to be changed

ICPSR does a review and will reach out to the P.I. or the Investigator. One thing to do is to ask council members if they knew we were adding value to the data before they were on Council, and if not, what we can do to make this clearer.

C. What is meant by "adding value"?

The different value adds provided by going through curation were discussed, i.e. adding variable and value labels, including/updating documentation, different statistical packages, searching variables, question text. Council member suggested to headline what we do which is different from others to be more effective.

D. Are usage statistics available for depositors?

Usage statistics and published uses are available for both depositors and users.

II. How important is curation to users now?

A. What do studies/data get at every level vs. the different levels vs. openICPSR

All studies run through Hermes get some of the same levels of curation, i.e. statistical packages, whereas openICPSR studies/data do not. We do not charge depositors for depositing in the Membership/General Archive. The cost is free to deposit to anyone. The cost to the depositor is in time.

B. Priorities

Decisions on how to prioritize what studies/data are prioritized over others are discussed: Are the data available elsewhere? Money?

C. Level 0

Thousands of studies with not much done to them. They're already out there, not as good as ICPSR would do, but they are out there. Could Council help in prioritizing these datasets? Prioritization depends on the Archive. ICPSR could tap into the ORs or the metadata to see who uses the data. Level 0 would be more like a deposit review in the future.

III. What are the challenges of new types of data?

ICPSR is heavily invested in quantitative data and moving into the space of qualitative, geospatial data, and other data types (i.e. behavioral data); our skillsets need to be enhanced across the organization. There are technological and human pieces to this. We need to assess the potential and the demand; we may not be able to add value, but we can enhance discoverability and use. We are making some changes, but what value adds do we need to think about in the future as we think about these new data types.

A. Pricing

ICPSR can be written into grants. We are doing a lot for free; the pricing needs to change. Write a textual algorithm to say "If you like this dataset, you may be interested in this."

B. Users

When trying to understand the demand from our data users and depositors perspectives, we are using users interchangeably for users and depositors, and it is unclear to Council what is meant when.

C. Putting data up as is

Possibly put data up as is and add a note that they will be updated later

IV. Curation and Archonnex

The relationship between Curation and Archonnex were discussed: reducing redundancies, deposit manager, metadata editor, CIDER. We are future proofing for the next datasets coming along. If someone does not want to use CIDER, they do not have to, but there will be a cost associated with it for the time. CIDER is flexible enough that it can/will live in the future, but stable enough that it will help us standardize the work. We do not have a linear process, but we do have a flow. Most of the inefficiencies are not the work the Curators are doing, but the duplication of the work/going into different systems. Archonnex and CIDER were created in house; ICPSR staff members have express concerns of using Archonnex and CIDER to Council members. There is a trust issue at ICPSR. ICPSR can get better by asking our users what they need as far as curation activities, and by connecting to these other organizations, such as GESIS.

V. Feedback from Council

A. How can we add value?

For geospatial data, are these data about people or places? This information is available on the study homepage; asking users if there was anything they were looking for that they could not find. Make it a quick one minute survey/question; for those who download a Level 0 study, is there an email or something we could send users to let them know when the study is updated? This is something we are working on.

B. Membership/StatSnap

If there is an acronym, we spell it out, do we include leading/previous questions in question text? Yes, this is an intense level of curation.

C. What curation activities should we not do?

The subjective activities that create repetition: for example, performing grammar checks is less valuable than adding leading questions; we are also doing this, for example, by creating CIDER.

D. Should we charge for curation services?

Yes; a way to charge is to restrict free curation to metadata.

E. Should we allow others to use our services?

More information would be needed.

Full Council Votes Taken

I. Budget for FY 2020 was presented to Council with a change to the budget with an increased projected Membership revenues.

Michael Jones-Correa put forward the approval of the FY2020 Budget with the changes.
Bobray Bordelon motion to accept the FY2020 Budget with changes.
Jane Fry seconded the motion.
Motion passed unanimously.

**FY 2020 Approved
Budget**

Operating Revenue	
Sponsored - Direct	
Salary + Benefits	5,227,485
Non-Salary	317,661
CNS Recharge	615,813
Sponsored Revenued not yet charged*	-
Sponsored - Indirect	2,831,677
Membership**	4,400,000
Summer Program	1,900,000
UM/ISR Funding	300,800
China Data Center	-
Other non-sponsored	17,220
VDE General Income	40,000

Total Revenue	15,650,656
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Operating Expenses	
Total Salary / FB	12,938,365
Sponsored	5,227,485
Non-Sponsored	6,301,457
Summer Program Instructors	1,114,944
CNS Contractors	294,480
Total Non-Salary	3,009,577
Sponsored	317,661
General Expenses	146,926
Travel	146,465
Hosting	12,000
Communications	5,607
Computers (includes supplies/software)	6,663
Conference Sponsorships/Exhibits	6,663
Non-Sponsored	1,268,916
General Expenses	489,507
Travel	308,835
Hosting	119,966
Communications	45,376
Sponsored - Subcontract	-
Computers (includes supplies/software)	305,232
Equipment	
Conference Sponsorships/Exhibits	
Overhead	1,423,000
I/O Split	522,000
Building Fund	581,000
Provost Tax	320,000
CNS Recharge Overage	

Total Expenses	15,947,942
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Revenue - Expenses	(297,287)
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Non-operating	
Revenue	872,728
Sponsored - Subcontract	808,728
Endowment - Invest Income	64,000
Endowment - Gifts and Unrealized	
Gain/Loss	-

Expenses	848,728
Sponsored - Subcontract	808,728
Plant and Equipment	40,000

Fiscal Year-End Bottom Line	(273,287)
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II. Membership rate increase of 3% was proposed for FY 2021. Membership Fees are approved yearly according to the Council By-Laws.

Michael Jones-Correa put forward the approval of the increase of Membership Fees.

Jane Fry motioned to accept the FY2020 Membership Fee increase.

Bobray Bordelon seconded the motion.

Motion passed unanimously.

Fiscal Year 2020 and 2021 Dues

Dues for US academic institutions are based on the 2015 Carnegie Classification of Institutions of Higher Education For Doctoral/Research institutions, rates are based on a combination of the 2000 and 2015 classification. Find your FY2020/FY2021 category (Excel).

2015 Carnegie Category	2000 Carnegie Category	FY2020	FY2021
		Jul 1, 2019 - June 30, 2020	Jul 1, 2020 - June 30, 2021
Doctoral University Highest Research Activity	Extensive	\$19,300	\$19,880
Doctoral University Higher Research Activity	Extensive	\$18,300	\$18,850
Doctoral University Higher Research Activity	Intensive	\$10,400	\$10,715
Doctoral University Moderate Research Activity	Intensive	\$9,000	\$9,270
Master's Large		\$7,300	\$7,520
Master's Medium		\$3,000	\$3,090
Master's Small		\$2,600	\$2,680
Baccalaureate/Specialized		\$2,400	\$2,475
Associate/Community College		\$600	\$620
High School		\$500	\$515

Dues for nonprofit, government, and academic institutions outside the United States, and for commercial subscribers are based upon the institution's size and use of data resources. There are four levels of Associate membership or subscription. Annual dues (beginning on July 1, 2018) for these institutions are found below.

Level	FY2020	FY2021
Associate I	\$17,400	\$17,925
Associate II	\$11,550	\$11,900
Associate III	\$5,800	\$5,975
Associate IV	\$2,400	\$2,475

Changes in the IDC policy was put forth to the Council for voting with changes from the previous policy.

1. No distribution to IDC to PIs for any project with less than 30% of IDC.
2. Clarifying A21. Request for support for PIs for items not covered under A21 to be brought to the committee for approval.
3. Identify committee members to be on the approving committee.

Michael Jones-Correa put forward the approval of the increase of Membership Fees.

Bobray Bordelon motioned to accept the revised IDC Policy

Verna Keith second the motion

Motion passed unanimously.

ICPSR Indirect Cost Allocation Policy

The Indirect Cost Allocation (IDCA) Policy defines the distribution of indirect costs recovered by ICPSR Primary Research Staff (PRS) on research activities. These funds will replace current accounts, research funds, and professional development budgets previously assigned to individuals covered by this policy, except where provisions in an individual's Memorandum of Understanding exceed allocations defined in this document. These policies only apply during an individual's employment at ICPSR.

All expenditures incurred with these funds must adhere to ICPSR, ISR and University of Michigan policies and procedures and do so in a fiscally responsible manner.

Primary Research Staff at ICPSR fall into two groups:

- Research Assistant Professors, Research Associate Professors and Research Professors
- Research Scientists, Research Investigators, Archivists, and Librarians

ICPSR Advisory Council (IAC)

- ICPSR will establish an IAC to advise the Director on decisions related to IDCA. IAC will consist of the Associate Director, the Director of Business and Collection Development, and the Center Administrator.

Note: The original policy was approved by the ICPSR Council at the March 2011 Council Meeting. This revised policy was approved by the ICPSR Council at the June 2019 Council Meeting.

ICPSR Current Expense Account

Eligibility: All Primary Research Staff with ICPSR appointments.

Purpose: The purpose of the Current Expense Account is to allow researchers flexibility in deciding for themselves how best to use funds to further their research goals.

Proposal: ICPSR Primary Research Staff (PRS) are expected to use project funds wherever legitimate and possible to cover salary, travel, equipment, and miscellaneous research expenses. When project funds cannot be used, eligible PRS may draw on their Current Expense Account for items directly related to the success of their ICPSR research.

The annual allocation is recommended each year by the Director with endorsement by the IAC. It is assumed that the amount provided annually may be changed upward or downward by ICPSR on the basis of available resources and is dependent on the overall financial health of ICPSR.

Maximum allocation will initially be:

- \$5,500 if PI of sponsored awards with more than \$100,000 in indirect costs in the preceding year.
 - \$2,750 if PI of sponsored awards with less than \$100,000 in indirect costs.
- PRS wishing to purchase equipment may join together in order to draw on more than one individual account for this purpose. Any equipment or other non-expendable item purchased becomes the property of the University.
 - Funds may be used to bring visitors to ICPSR who will help in the development of a research project or of research more generally.
 - PRS with joint appointments in other units that provide travel or other resources should also draw on those where appropriate and thereby decrease their use of overhead funds for such purposes.
 - The unused balance from one year may be carried over into the next year, but the total may at no point exceed the budget allocation of the present and one preceding year.

- Although negative balances may occur as a result of unusual needs or expenditures, a PRS member should not allow his or her Current Expense to produce a deficit greater than one-half of the budgetary amount allocated for a given fiscal year.
- In the unlikely event that PRS exceed these guidelines, the Director's Office will consult with the PRS member to determine how to mitigate the overrun. Options include funding the overrun from other overhead funds available to the PRS (e.g., Scholarly Writing, Sequestering, SDA, etc.) or forgoing a current account for the time period needed to cover the deficit.

ICPSR Sequestering Policy

Eligibility: All Primary Research Staff with ICPSR appointments.

Purpose: A portion of Indirect Cost (IDC) funds are sequestered to fund project overruns and to provide incentives for research. This policy aims to:

- (a) Create incentives for careful financial management
- (b) Decentralize decision making
- (c) Create equitable norms and procedures with regard to overruns

Proposal: Every year a percentage of the overhead received on each grant or contract will be set aside for the use of the Primary Research Staff (PRS) member P.I., subject to considerations described below. These funds will be sequestered until the grant has been completed (including all years if it is a multi-year grant). Sequestered funds will automatically be used to cover any overrun on the project. Any sequestered funds remaining after overruns are resolved will be released to the eligible PRS at the end of the grant period to further his/her research program. The percentage of IDC sequestered will be decided by the Director's Office with advice from the ICPSR Advisory Council (IAC).

Guidelines:

1. Funds will be sequestered on sponsored projects with indirect cost rates greater than 35%.
2. To prevent the proportion of ICPSR discretionary funds from becoming too great, the Director's Office will review the ICR needed for operating expenses (including normal annual encumbrances) over the preceding fiscal year and will determine the amount available for sequestering as part of the budgetary process. The sequestering program will be adjusted to assure that all required expenditures will be covered.
3. Initially, sequestered funds will accrue at the rate of 5% on the first \$100,000 of IDC and 2.5% on IDC in excess of \$100,000 per fiscal year. The rate of sequestering may be raised or lowered depending on Center revenue and other considerations by the Director with advice from the ICPSR Advisory Council.
4. A PI may spend no more than \$50,000 from released sequestered funds in a fiscal year without agreement from the ICPSR Director.

5. Co-P.I.'s: In line with ICPSR's goal of decentralizing decision-making, P.I.'s and Co-P.I.'s will be expected to agree on the allocation of sequestered funds at the beginning of a project.
6. If a project carrying little or no overhead is deemed particularly worthy for social or scientific reasons, the Director with advice from the IAC may agree to a special sequestering arrangement.
7. If a P.I. has several grants ending at about the same time, some avoiding overruns, some having very large overruns, IAC will consider this as a special case and advise the P.I. of its views on handling the inconsistency. No formal rule is stated, but a decision by the ICPSR Director and IAC would be considered definitive on how to handle such cases.
8. This policy does not eliminate the role of ICPSR and the Institute for Social Research as "insurer of last resort," a requirement that should be very rarely invoked.
9. As with all entitlements, sequestering may be suspended in an emergency.
10. IAC will consider an advance before the grant end date, if it is determined that the risk of an overrun is negligible.
11. Funds will be released only when all subaccounts have been terminated.
12. ICPSR will keep track of accrued sequestered funds and provide this information to PI's on request with sufficient notice.

PI A-21

ICPSR Regulations on Direct Charging

Eligibility: All Primary Research Staff (PRS) with ICPSR appointments.

Background/Purpose:

In July 1993, OMB Circular A-21, “Cost Principles for Educational Institutions,” Section F.6.b, was revised to define the criteria for charging salaries of administrative and clerical staff to Federally sponsored grants and cooperative grants. The University of Michigan issued a number of guidelines and instructed its units to develop procedures to assure compliance. Consistent with DRDA interpretation of OMB Circular A-21, ICPSR allocates a fraction of its (non-sponsored) funds to support proposal writing and other approved activity not chargeable to sponsored projects.

Proposal: ICPSR will allocate non-sponsored funds to an account, called “PI A-21,” for charging proposal writing time for PRS who are 100% sponsor-funded. The Director, with guidance from the IAC, will decide the level of funding allocated to the account each year as part of the annual budgeting process. To start, ICPSR will allocate an amount equal to 5% of the sum of salaries (inclusive of SHV) of PRS who were 100% covered by sponsored funding during the previous year. PRS should charge proposal-writing time to this account to reflect actual time spent on proposal writing or other approved activity not chargeable to sponsored projects. Charges can and should continue to be made to sponsored projects proportionate to the benefit the project will receive from the activity. PI A-21 funding will not be provided to PIs who charge 5% or more of their time to funds supported by ICPSR Member dues, overhead, or sources other than direct costs on sponsored projects.

1. No PI should charge more than 5% of their annual FTE to the PI A-21 account without written approval of the Director, in consultation with IAC. Normally, activities covered by the PI A-21 fund will not exceed 5% of an appointment. ICPSR recognizes that in some instances additional funding must be made available for proposal development on large projects. Such requests will require a budget and will be reviewed and approved by the ICPSR Director and/or the ICPSR Advisory Council on an exception basis.
2. Funds designated for this purpose must be used for the activities previously described on a real time basis.
3. Funds designated for this purpose will not be carried forward.
4. Funds may not be used for unfunded time. (PRS should utilize other sources of funds and if exhausted should seek other funding from the Center.)

5. These funds may only be utilized for ICPSR related activities.
6. All PRS must seek and receive approval, via ICPSR's Proposal Approval Form, before charging proposal writing time to the PI A21 account.

ICPSR Bridging Support

Eligibility: Assistant Research Scientists, Associate Research Scientists, Research Scientists, Archivists, and Librarians. Research Investigators may accrue but may not receive bridging support. Research Assistant Professors are eligible for bridging support if they have exhausted all Scholarly Writing Funds. ICPSR will become obligated to provide bridging support to faculty after they have been externally funded for the equivalent of twelve months of full-time support.

Purpose: Bridging support addresses the need for salary and fringe benefit support for Research Scientists, Archivists, and Librarians who experience a temporary gap in external sponsored research funding due to factors beyond their control.

Proposal:

ICPSR faculty will accrue one month of bridging support for every twelve months of full-time service. Eligibility for funding support within any five-year period will be limited by length of service:

Rank Years of Service*	Funding Eligibility (Salary and benefits in any five-year period)
Research Investigator	Not eligible
Assistant, Associate & Research Scientist, Research Assistant Professor, Archivists, and Librarians	
Less than 3 years of service	Not eligible
3-4 years of service	Up to 2 months of salary & benefits
5-9 years of service	Up to 3 months of salary & benefits
10 or more years of service	Up to 6 months of salary & benefits

Note: All calculations must include the annualized effort of each Research Faculty. Calculations on eligibility for Research Faculty who hold partial appointments will be adjusted accordingly.

Guidelines:

1. A staff member taking bridging support must return to ICPSR for a period equal to at least twice the length of the bridging time used. This requirement can be waived only under unusual circumstances and only by the ICPSR Director with the advice of IAC.

- 2 To draw on bridging support, a staff member must submit a memorandum to the ICPSR Director indicating the proposed period of bridging support and its purpose.
- 3 On an exceptional basis (such as part of a recruitment package), the ICPSR Director may deem it appropriate to provide this support before one year of funded support has been completed.
- 4 Bridging support used by a Research Assistant Professor will be counted against SDA support after promotion to Research Associate Professor.

ICPSR Special Duty Assignment

Eligibility: Research Assistant Professors, Research Associate Professors and Research Professors with ICPSR appointments.

Purpose: The purpose of the Special Duty Assignment (SDA) is to provide the equivalent of a sabbatical for the ICPSR Research Professor track. Because of the exigencies of research in ICPSR -- particularly the continued pressures of funding and project management -- the Center allows greater flexibility in the accumulation and use of SDA than is the case for the teaching units. At the same time, the Center wishes to retain the spirit of the sabbatical, so that SDA time does not become simply an additional hourly account.

Proposal: The following guidelines will apply:

1. All Primary Research Staff in the Research Professor track will begin to accrue SDA upon appointment. However, Research Assistant Professors will not be eligible to use SDA funds until promotion in rank.
2. One month of SDA time will accumulate for each full year of ICPSR time that a staff member serves, with proportionately less SDA time for lesser fractions. Where staff members have some fraction through another teaching or research unit, including the Dean's Fund, *or in those instances where an ICPSR PRS charges his/her effort to another ISR Center on a time sheet*, that unit should ordinarily be responsible for the same proportion of SDA as its fraction (*or in ISR, proportional hours*) for the time period.
3. When a research faculty member transfers into the Research Professor track from a different PRS classification, bridging funds will be converted to SDA time up to a maximum of 6 months.
4. SDA time can be accumulated up to 12 full months. Beyond 12 months, the time will be transformed into dollars as of the time of accumulation and the dollars will be added to the staff member's Scholarly Writing Fund.
5. A staff member taking SDA must return to ICPSR for a period equal to at least twice the length of the SDA time used. This requirement can be waived only under unusual circumstances and only by the ICPSR Director, with the advice of IAC.
6. Ordinarily no less than one month of SDA can be taken at a time. This is to encourage use of SDA for its original sabbatical purpose. Larger blocks of SDA usage are to be preferred for the same reason.

7. In order to draw on SDA, a staff member must submit a memorandum to the ICPSR Director indicating the proposed period of SDA time and its purpose. Planning for SDA leaves will normally occur a term or two in advance of the actual leave time. Therefore requests should be made far in advance of actual need. At minimum, this should be done at least one month prior to the intended use.
8. After an SDA period has been completed, a brief report of the professional results of the SDA period should be submitted to the ICPSR Director. This should be done within one month of the completion of the SDA period.
9. Staff members who lack other funding from sponsored projects, teaching, or Scholarly Writing Funds are encouraged to avail themselves of accumulated SDA in order to prepare research proposals or accomplish other important professional work relevant to ICPSR.
10. SDA accumulation is a privilege that accompanies satisfactory professional and scholarly work in the ICPSR and is not an automatic accumulation like sick and vacation time. The Director, with the advice of IAC, retains the right to decline a request for SDA when there is strong evidence that its use is not to the benefit of the ICPSR.
11. Although ICPSR intends the SDA commitment to be a firm one, the money we encumber for this purpose also represents ICPSR reserves. Under extreme financial circumstances, ICPSR retains the right to require that staff members postpone a planned use of SDA or give up SDA entirely under very extreme financial conditions.
12. Final approval of SDA requests will be made by the ISR Director in consultation with the ICPSR Advisory Council (or other future governing body). For ICPSR PRS jointly appointed in academic units, any sabbatical leave must be coordinated with and approved by those units.

ICPSR Scholarly Writing Funds

Eligibility: Research Assistant Professors, Research Associate Professors and Research Professors with ICPSR appointments.

Purpose

To provide eligible research professors release time from project management and research writing in order to produce manuscripts suitable for publication in scholarly journals, books or monographs, and for proposal development. The maximum released time that can be earned under this plan will be one month every year. Accrual will begin on January 1 of each year. Accrual rates will be reviewed each year as part of the ICPSR's budgetary process and will be dependent on the financial condition of the Center.

Accrual Rule for Scholarly Writing Funds

Funds for scholarly writing will accrue in proportion to the fraction of time the research professor is supported by grants and contracts. Leadership activities funded by the ICPSR membership or overhead (such as Director or Associate Director) will accrue scholarly writing funds up to 50% of the individual's appointment. General funds, ICPSR Member funds, overhead funds, university and departmental support will not be counted toward released time accrual. Therefore, a research professor who is 100% supported by grants would accrue the maximum possible released time; a research professor with a 50% appointment will receive one half the maximum; a Director who is 75% supported by ICPSR administrative duties and 25% by grants would receive 75% (50% + 25%) of the maximum.

Guidelines

1. Scholarly Writing Funds are accrued in dollars based on salary at the time that the funds are earned.
2. Up to one month of released time can be "borrowed" in advance of earning it.
3. If external support is lacking, accrued Scholarly Writing Funds should be exhausted before appealing for other ICPSR overhead funds.
4. Funds provided under this proposal are to be used primarily for the salary of the account holder. Use of these funds for other than salary must be approved by the Director and/or IAC.
5. ICPSR will keep track of accumulated Scholarly Writing Funds.

Overhead Type	Eligibility	Source/Amount of Funds	Allowable Expenses
Current Expense	All PRS	Maximum \$5,500/\$2,750 renewed annually may carry forward up to the full amount from prior year. Total may not exceed the budget of the present and one prior year. In the event of a deficit, it should not be greater than one-half of the budgetary amount allocated for a given fiscal year.	Salary and nonsalary as permitted by Center / UM policy
Sequestering	All PRS	Accrued on sponsored projects with indirect cost rates > 35%. Accrual rates are dependent upon the Center's fiscal position ; the general standard is 5% on the first \$100K in given year, 2.5% on portion above \$100K.	Salary and nonsalary as permitted by Center / UM policy
A-21 PI	All PRS	5% of salary for budgeted fiscal year appointment fraction	Salary for proposal development activities/Proposal Review Form approval required

Bridging	Assistant Research Scientist, Associate Research Scientist, Research Scientist, Research Assistant Professor, Archivist, Librarian	One year of full-time service earns one month of eligibility to a maximum of six months for those with ten years of service. Funds eligible for use beginning third year of service. Research Investigators may accrue but not receive Bridging support.	Salary as permitted by Center / UM policy; Center approval required
Special Duty Assignment	Research Associate Professor, Research Professors	Accrued based on ICPSR appointment fraction (one month earned per full-time equivalent). Accumulations beyond 12 months will be transferred as dollars to the staff member's Scholarly Writing account. (Note: Research Assistant Professors are eligible to accrue but not eligible to use funds until promotion in rank.)	Salary as permitted by Center / UM policy; Center approval required
Scholarly Writing	Research Assistant Professor, Research Associate Professor, Research Professors	Accrued based on hours worked on sponsored projects, leadership activities (up to 50%) or Summer Program; accrual rate is presently 8.33% of hours worked.	Salary and fringe benefits; non-salary only with Center approval

Summer Program Fees

Michael Jones-Correa put forward the approval of the Summer Program fees.

Elizabeth Groff motioned to accept the Summer Program fees.

Esther Wilder second the motion.

Motion passed unanimously.

2020 Fee Schedule				
	Fees for Summer Program Participants from ICPSR member institutions.		Fees for Summer Program Participants from institutions that are not members of ICPSR.	
	Before 1-May	Beginning 1-May	Before 1-May	Beginning 1-May
Three-Day Short Workshop		\$1,600		\$2,900
Four-Day Short Workshop		\$1,700		\$3,100
Five-Day Short Workshop		\$1,800		\$3,300
Three- to Five-Day Sponsored Workshop	Fees usually covered by the course sponsor		Fees usually covered by the course sponsor	
	Before 1-May	Beginning 1-May	Before 1-May	Beginning 1-May
Program Scholar, One Four-Week Session	\$2,600	\$2,800	\$4,900	\$5,300
Program Scholar, for Both Four-Week Sessions	\$3,800	\$4,300	\$7,300	\$8,300