**S 1054 Minutes**

**University of California, Davis, CA**

**October 28, 2018**

* Andrea, Anil and Suruj can contribute to couple of sections of the project.
* For any NRF report 90-120 days needed after the conclusion
* The review has to be submitted to administrator. After review and comments, resubmit and approval, administrator will submit to USDA.
* There is a format. People from land grant university will be best to include for review.
* Email sent to everyone on the guideline for project approval and new project proposal including everything we need to have i,e number of people, outline structure, guideline for peer review and evaluation. Director Eric Young will select 3 peer reviewers, and everyone can suggest him.
* Final report due by March 31st. Initiation report for next year project start date 30 September or 1st. October. Project submitted to Eric for approval needs to be reviewed but no deadline is confirmed for this, but review has to be completed prior to start the project.
* Charles Freeman and Srikanth will lead the writing group.
* Connecting everyone in a google doc to list their name, institution, state, experience, field of expertise and area of willingness to contribute on this project for next 3 years, committing from scientific, professional, technical or FTE, responsible for specific objective, whether he/she wants to be the primary writer of one of those objectives. Based on this, there will be a sub-committee.
* Currently people in this project are from Iowa, Nebraska, South Carolina, Texas, Georgia, Mississippi, Colorado and California etc. as far as everyone can remember. But total members are approx. 15.
* Charles proposed to look for a new assistant professor polymer extrusion to take over some research responsibilities of this project to give a leadership for his tenure package.
* Getting written objectives of the project from every member and narrowing down it to give a standard shape.
* Objective 1. To explore potential of and to develop bio-based materials from agricultural byproduct and wastes.
* Objective 2. To develop bio-based products for eco-friendly agricultural production and reduction of environmental hazards and wastes.
* Objective 3. To develop bio-based products for health and safety applications.
* ~~Objective 4. To develop advanced materials and technologies to reduce environmental hazards from agricultural and industrial waste.~~ **This was combined with objective 2**
* Objective 4- To develop high performance composites containing biocarbon and renewable fibrous reinforcement material.
* 1 page and 1000 characters for all objectives.
* Eric Young needs the draft of the proposal by April 1st. 4 reviewers are required (they will not be from the project members). Project members will nominate those 4 and finally Eric will select the final 3 reviewers.
* Everyone will write about 4 objectives.
* Once the writing group is formed, Charles will arrange a conference with writing group to figure out what will be the statement of these objectives as well as the timeline for it.
* The draft will be emailed to whole group by Charles.
* End of the project report, a format is needed from the online. But it can be same as annual activity report review.
* Final report is due 28th December.
* The report needs to be filed 60 days following the termination.
* Activity accomplishment report (Appendix D) has to be sent to Eric Young and he will upload everything into the system.
* Appendix C – performance guideline, Appendix D/I – description of termination report
* Charles will chair the next year project and Srikanth was also nominated for the project.