OFFICE OF SPONSORED PROGRAMS  
Executive Summary

The Office of Sponsored Programs is now located in its new home, the Choctaw Tavern behind the President’s Home. The division was created April, 2006 with a director. The office now has a Grant Specialist, Director, Administrative Assistant and Research Assistant. The purpose of the Office of Sponsored Programs (OSP) is to assist University of West Alabama faculty, administration, and staff through the grant seeking process, the implementation process, and the evaluation process. The office is the central coordination point for all proposals involving restricted grants for programmatic and research initiatives. Researching funding sources and staying abreast of initiatives related to higher education and providing information to the faculty is a major component of OSP. As the primary clearing house for grants, the office facilitates in the planning and preparation of proposals, maintaining records, developing evaluation designs, and forming collaborative efforts. When funding is received, technical assistance is available to assure the success of the funded project.

The Office of Sponsored Programs provides the following services to the faculty, administration, and staff:

- Researching Funding opportunities Based on UWA Mission and Priorities
- Serving as the UWA clearing house for grants and funding submissions
- Preparation of Congressional Appropriation Request
- Dissemination information on variety of programs
- Maintaining demographic data required for need statements
- Working Closely with Faculty Teams in Grant Development
- Conducting Team Meetings and Community Partner Meetings
- Maintaining Contact with Sponsoring Agencies
- Procuring Necessary Guidelines and Application Forms
- Providing Editorial Services, Reviewing Draft Proposals and Budgets for Compliance with Appropriate Regulations and Policies
- Giving General Advice on Strategies to Maximize the Effectiveness of the Application
- Assisting with Transmitting Proposals to the Sponsoring Agency
- Providing Technical Assistance in Implementing Funded Grants
- Assisting, if needed, with Required Reports to Sponsoring Agencies
- Professional development in grant writing for Faculty

In less than two years, Sponsored Programs has become a specific division of the university campus with organized structure to serve the faculty. The following structures as now in place:

1. Routing procedures for developing and submitting grant applications.
2. Reporting policies for receipt of grant awards.
3. Documentation system for maintaining records of activities.
4. Policies for allocation of funds generated through indirect costs rate.
Achievements

- Comprehensive professional development for the faculty and staff in grant writing on an annual basis. In 2008, 52 members of the professional staff attended workshops. During the present academic year, twelve members have participated in the detailed Dream Team Workshops.
- Certification as minority serving institution with the funding of $1,052,000 College of Education Program from the U.S. Department of Education.
- Funding of two appropriations from Congress for Economic Development ($345,000) and Methamphetamine Rural Initiatives ($189,000).
- Over $58,000 in state appropriations for the Center for the Study of the Black Belt.
- State transportation grant to improve sidewalks on UWA campus.
- Federal Highway Administration grant for the Heritage Trail administered by Center for the Study of the Black Belt. ($400,000)
- Community Partnership with Sumter County School for Secondary Education Transportation Project. ($200,000)
- Eight grants totaling over $150,000 to promote the Heritage Area and Sucarnochee Festival by Center for Study of Black Belt.
- Established a new office at the Choctaw Tavern with services for the faculty and staff.
- Congressional Staff Appreciation Luncheon to thank members of State and Federal delegation staff members.
- Improved relationships with Alabama Congressional Delegation through visits and contacts.

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Office of Sponsored Programs