OFFICE OF SPONSORED PROGRAMS
Executive Summary 2011-12
Rebecca Harvard, Director

Overview
The Office of Sponsored Programs, established in June 2007, has evolved into a comprehensive grants and external funding support service for the faculty and staff at the University of West Alabama. The mission of OSP is to improve the financial status and capacity of the university through an increase in external funding by increasing the number of grant awards. Involvement of the faculty is the key to this mission. OSP has been successful in increasing the participation of faculty through planned professional development, formation of faculty teams, and direct assistance in grant development. The 2012-2013 year has resulted in the submission of 57 applications, with 27 of them funded for a total amount of $3,279,347 in new proposal funding. Of those applications, 30 was submitted to Federal agencies, 23 to foundations, and 4 to the State of Alabama. Accomplishing the mission is based on the role of OSP in five specific areas which correlate with objectives stated in OSP strategic plan: Professional Development, Research of Grant Opportunities, Support in Grant Development and Implementation, the Clearing House for grant awards, and relationship building with Federal funding sources. In each role, OSP has met planned objectives while becoming an integral part of the University.

Professional Development
With the support of the Deans Council, Office of Sponsored Programs (OSP) implemented a well-planned professional development program to build the capacity of the faculty in the creation of new and innovative programs. The professional development plan was based on a continuum of developing the writing habit and advancing to completion of the grant application. The program includes The Community of Scholars, The Magnificent Eight, and Summer Writing Retreat. In addition, OSP conducted four webinars focusing on National Institute of Health (NIH) and National Science Foundation (NSF) grant development in collaboration with College of Natural Sciences and Mathematics (NSM) and College of Liberal Arts (COLA). Professional Development has provided direct support to 51 faculty members. Additionally, OSP offered 5 webinars and 3 teleconferences.

Research of Grant Opportunities
Providing information to the faculty and administration on funding opportunities is vital to encouraging faculty participation. OSP subscribes to three extensive research data bases: InfoEd, an electronic notification and tracking service; Grant Resource Center, and the Foundation Center. All research bases are accessible to faculty members.
Faculty can build a SMARTS profile which provides daily or weekly notification of grant opportunities. OSP has met with each college and division to provide instruction in accessing the service. Presently, 50 faculty members use the service. In addition, OSP provides weekly announcements of new funding opportunities through the Electronic Funding Opportunities Newsletter (EFO’s) sent to faculty, staff, and administration. OSP is building resources relative to major funding sources including NIH, NSF, and Department of Education available to all colleges and individual faculty.

**Clearing House for Grant Awards**
OSP continues to streamline the submission, tracking, and reporting procedures for all grant submissions. The financial associate director and grants specialist have developed an electronic system for maintaining data related to all submissions and awards including tracking progress from the submission through award and implementation, reporting and closeouts. This includes assuring revisions in management plans and/or budgets are properly approved by funding agencies. The associate director continues to stay abreast of changes in federal regulations that could impact grant awards and compliance by UWA. The routing procedures for grant development by faculty are maintained by the grant specialist and grant development associate director. All submissions are also a function of OSP, avoiding duplication.

**Relationship-Building with Federal Funding Sources**
Developing and sustaining relationships with federal funding sources is essential to successful grant development. OSP assists the faculty in developing relationships with program officers of respective grants as an integral part of the grant process. In 2011-12, OSP has initiated information-seeking relationships with federal and state agencies. OSP fosters relationship-building throughout the grant process. This includes the application process, pre-award follow-ups, award negotiations, implementation, post award, and reporting. A strong relationship is maintained with the Grant Resource Center of the American Association of State College and Universities and the National Council of University Researchers (NCURA). A team from NSM College visited the National Science Foundation Fall, 2012 and OSP visited the NIH and the UWA Governmental Affairs consultants.

**Accomplishments 2011-2012**

**OSP Organizational Structure**
The Office of Sponsored Programs has become a strong organizational unit within The University administered under the Office of the Provost. The office is housed in the Choctaw Tavern which includes three office spaces, a kitchen, and a meeting room. Having moved into the tavern in January 2009, the facility provides a warm and inviting atmosphere for faculty, administration, and community. The staff includes a director,
associate director, grant writer, grants specialist, part-time research assistant, and two work-study students. OSP now represents all colleges and divisions with its Advisory Committee. The Advisory Committee provides input in the general operations of the offices and approves changes in procedures and policies.

Grant Development by Colleges and Divisions

College of Natural Sciences and Mathematics (11), Division of Educational Outreach (11), College of Education (2), College of Business (8), College of Liberal Arts (4), Academic Affairs (1), Sponsored Programs (1), Athletics (1), Division of Outreach Services (6), Student Success Center (1), and Online Programs (2).

Professional Development of Faculty

• The new Grant Center located in the Callaway School provides the capacity to participate in webinars and provide extensive professional development related to the grant process. This has been accomplished with grant funding and the support of the Provost Office.
• Conducted nine faculty workshops in researching opportunities, budgeting, and agency specific proposal preparation.
• Formation of 6 teams to prepare grants including the MSEIP Team, PBI Team, Noyce Scholars Team, City-UWA Recycling Grant, and Outreach Services Training Initiative (DOL TAACCCT).
• Conducted twenty-seven team planning sessions related to specific grant applications including the U.S. Department of Labor TAACCCT Program, NSF Transforming Undergraduate Education in Science Program, the Alabama Department of Environmental Management Recycling Program, and the Predominantly Black Institutions Program of the U.S. Department of Education.
• Coordinated numerous partnerships with faculty members including with Shelton State, Penn State, MSU, and the Alabama Small Business Development Center, Alabama Department of Public Health (Sumter County Alliance).

Following the Community of Scholars was the selection of eight faculty members to participate in the Magnificent Eight. Each participant has created a vision and with the support of OSP have identified a Request for Funding from a funding source to develop into a grant application. The program will result in the formation of eight faculty teams and eight grant applications. The professional development program will be followed by a Summer Grant Development Retreat. The professional development program has been highly successful with an increase in new programmatic and research ideas supported by forty-two grant applications submitted and an increase of 20% in external funding in FY 2011.
OSP Communications Network

- Semester Newsletter of grant opportunities
- Membership to Grant Resource Center
- Membership to the Foundation Directory Online
- Membership to InfoED Global – SPIN and SMARTS
- Weekly EFO's to pertinent deans and faculty
- Tavern Buzz – bi-semester public funding update
- Grant Status Report (Ongoing)
- Liaison with Governmental Affairs consulting firms

Enhancement of Role of OSP

The OSP has expanded its role in the past year. The office presently chairs the Research Oversight Committee, and serves on the Information Technology Committee, the Campus School Steering Committee, Nursing Advisory Committee, Strategic Planning Committee, Health and Wellness Committee, Student Life Committee, and Deans’ Council. Staff members provide leadership in the development of community partnerships and faculty teams, significant to addressing critical needs. The OSP also began renovations to the Callaway Schoolhouse that will make it accessible as a professional development/grantwriting center.

Public/Community Service

OSP provides developmental technical and programmatic support to university outreach entities to secure funding for community and university-enhancing events and activities. Assisted the City of Livingston in partnering with UWA to submit a proposal to the Alabama Department of Environmental Management for funds to develop a recycling program for the city and campus. Partnered with the Sumter County Strategic Alliance for Health on multiple grant programs, including an outdoor fitness program and a community garden program. Assisted the College of Natural Sciences and Mathematics in publishing an article about the WISE GEMS program to the Innovations Exchange of the American Association of State Colleges and Universities.
Items Needing Action (Listed in Order of Priority)
[Budget items for upcoming year (2013-2014) by priority with cost break down for College, Department, or Division]

New Budget Requests

1. Hire full time Research Coordinator/Grant Writer to provide assistance in grant writing and the development of research grant opportunities. This position will work directly with all faculty seeking to obtain research funding.
   Cost: $44,000(salary) + $15,400 (benefits) = $59,400

2. Provide updated computer including hardware and software for current and additional Research Coordinator/Grant Writer position Item 1.
   Cost: $7,000

3. Renovation and furnishings for new staff member.
   Cost: $8,500

TOTAL NEW REQUESTS: $ 74,900*

OPERATIONAL BUDGET
2012-13 $12,150

TOTAL BUDGET $ 99,200**

*The Office of Sponsored Programs has a real need to pave our parking area. Recently, we have bogged down in mud and water. Do not know if this should be a part of this report.

** Budget does not include present salaries and benefits.