Mission/Purpose
The mission of the Office of Sponsored Programs is to increase external funding by providing direct services to the faculty and staff. The office is the central coordination point for all grant applications submitted to both public and private sources. The role of OSP is to assist the faculty by identifying funding sources, forming collaborative teams, preparing proposals, and developing budgets. The office provides technical expertise throughout the award and post-award process including budget negotiations, project implementation, and reporting procedures. OSP is a service division with the primary purpose of facilitating the grant development process.

I. Goals and Outcomes/Objectives, with Any Associations and Related Measures, Achievement Targets, Findings, and Action Plans

A. Goal: Improve financial status of the institution
To improve the institution's financial status by increasing its efforts at productivity and by seeking additional funding from public and private sources.

1. Objective: Increase external funding
To increase the external funding received through Federal, State, and private sources.

   a. Measure: Increase the number of grant applications
   Increase the number of grant applications and overall involvement of faculty and staff.

   Source of Evidence: Existing data

   1. Achievement Target:
   Each college or division will submit one programmatic grant application during the year and three faculty members will seek individual funding initiatives.

   2. Findings (2010-2011) - Achievement Target: Met
   The Office of Sponsored Programs submitted 42 proposals, an increase in submissions of 5% from the previous year and an increase in funding of 20% from previous year. Note: 25 proposals still pending or in application phase.
   Submissions by College/Division: COLA (2), NSM (9), COE (4), COB (3), Nursing (1), Library (1), Campus Police (1), Financial Aid (2), Outreach Services (1), OSP (2), Student Success (1), Athletics (2), Ed. Outreach (9)
   Submissions by faculty of each college: COLA - 2 faculty; NSM - 5 faculty; COE - 4 faculty; COB - 2 faculty; Ed Outreach - 5 faculty; Outreach Services - 1 faculty

2. Objective: Provide professional development opportunities
Provide professional development targeted at experienced and new faculty.

   a. Measure: Provide workshops
   Workshops will be provided to expand the knowledge of faculty and staff in grant development including resource research, program design, and budget development.
Source of Evidence: Existing data

1. **Achievement Target:**
   12 faculty members will expand knowledge in program design and budget development. 30 new faculty members will learn the basics of researching opportunities.

2. **Findings (2010-2011) - Achievement Target: Met**
   The Office of Sponsored Programs sponsored 16 professional development opportunities throughout the year. Through these, 29 existing faculty and 22 new faculty were served. Breakdown: OSP Sponsored 5 workshops on program design and budget development attended by 15 faculty/staff. OSP sponsored 10 workshops on the basics of grant development and researching opportunities attended by 10 existing faculty and 22 new faculty.

3. **Objective: Increase the capacity to provide one-on-one assistance in grant development**
   To increase the capacity of OSP to provide one-on-one assistance to faculty and staff in grant development
   
   a. **Measure: Increase the number of funded grant applications**
      Increase funded grant applications by building a relationship with an external grant writing consulting firm.
      
      Source of Evidence: Activity volume

   1. **Achievement Target:**
      A count of submitted grant applications will indicate an increase in the number of grant applications submitted by 10 new applications.

   2. **Findings (2010-2011) - Achievement Target: Met**
      The Office of Sponsored Programs expanded its staff by hiring Stephanie Hyche as full-time Grant Writer. The Office of Sponsored Programs updated its communication networks by providing iPads for staff of OSP, allowing easy communication with office during out-of-office hours, and allowing for research development during out-of-office hours and providing wireless access through Verizon. The Office of Sponsored Programs provided training for its staff in several areas: NSF Grant Development, NIH Grant Development, InfoEd: SMARTS/SPIN (research), NCURA (administration), Delta Leadership Institute (training), U.S. Department of Education grant development, Senator Sessions grant workshop (USDA/State funding opportunities).

4. **Objective: Establish OSP as the clearing house, facilitator, and oversight office for grant applications**
   To establish the Office of Sponsored Programs as the clearing house, facilitator, and oversight office for grant applications.

   a. **Measure: Improve data base of grant applications**
      Improve the data base of grant applications and related funding through electronic reporting and data management
      
      Source of Evidence: Existing data
1. **Achievement Target:**
   Have a complete transition from paper files to an electronic database (Microsoft Access), allowing data to be collected and distributed through various different categories specific to information needed.

2. **Findings (2010-2011) - Achievement Target: Met**
   The Office of Sponsored Programs uses Microsoft Access database to track submitted, pending, awarded, and not-funded grants, as well as tracks proposals by principle investigator, college/division, funding agency, and deadline. The database is highly useful in preparing reports of all UWA proposal submissions for the president and provost. OSP is currently in the process of working with the College of Business CIS instructors to develop the program to track grant proposals, team meetings, and professional development opportunities. OSP assisted faculty in several areas, including 13 RFP Overviews and 35 Team Meetings in which 33 faculty were assisted.

5. **Objective: Expand the capacity of OSP staff**
   Expand the capacity of the OSP staff through participation in professional organizations and workshops

   a. **Measure: Improve the expertise of OSP staff in grand development and management**
      An administrative review of professional organization memberships and number of workshops attended will indicate an improved expertise of the OSP staff in all phases of grant development and management.

      Source of Evidence: Administrative measure - other

1. **Achievement Target:**
   All OSP staff will attend at least one professional development workshop for the year. At least one staff member will participate in professional organization during the year.

2. **Findings (2010-2011) - Achievement Target: Met**
   The Office of Sponsored Programs held 3 workshops throughout the year in which 33 new and existing faculty helped. Also, worked several times one-on-one with faculty to further explain or assist them in researching grant opportunities. Weekly Electronic Funding Opportunities (EFO's) were sent via email to all faculty and selected staff since February 2011 (29 total). Faculty responded to 11 grants via this method. OSP also conducted 28 specific searches for faculty.

6. **Objective: Provide up-to-date research resources and information**
   Provide up-to-date research resources and information for faculty, administrators, and staff

   a. **Measure: Grant information and electronic application and reporting capacity available**
      An administrative review of research engines and subscriptions will indicate that faculty have grant information available and the capacity for electronic application and reporting.

      Source of Evidence: Administrative measure - other
1. **Achievement Target:**
   Through on-campus grant workshops held each semester, 10-15 faculty/staff members will be instructed in the use of grant research databases, such as grants.gov and Grants Resource Center. Instructions can be found at any time on the Sponsored Programs website: http://sponsoredprograms.uwa.edu/Research%20Tools.pdf.

2. **Findings (2010-2011) - Achievement Target: Met**
   The Office of Sponsored Programs added to its research resources a subscription to the following databases: InfoEd, the Foundation Center, and GrantWatch Alabama. Three workshops held throughout the year on researching grant opportunities and 33 new and existing faculty were trained in using the new resources. Also worked several times one-on-one with faculty to further explain or assist them in researching grant opportunities.

7. **Objective: Increase Congressional Appropriations Funding**
   To increase funding from direct appropriations from Congress.
   
   a. **Measure: Monitoring Appropriations Received**
      By using existing data of funds received, the Office of Sponsored Programs can appropriately measure changes in the amounts and types of federal appropriations received by the institution.
      
      Source of Evidence: Existing data

   1. **Achievement Target:**
      Increase federal appropriations by 50%.

   2. **Findings (2010-2011) - Achievement Target: Not Met**
      Appropriation requests were completed and submitted, contacts made with Congressional staffs on a regular basis, and bi-annual visits to Congress completed by UWA Team. Funding was not received due to the legislature approving no appropriations for the year.

   3. **Action Plan:**
      **Congressional Appropriations**
      The Office of Sponsored Programs will maintain relationships and communications with congressional representatives and lobbyists in order to be prepared for new appropriation requests upon legislative approval.
      
      **Established in Cycle:** 2010-2011
      **Implementation Status:** Planned
      **Priority:** High
      **Implementation Description:** Maintain communications with representatives and congressional liaisons.
      **Responsible Person/Group:** Rebecca Harvard
      **Budget Amount Requested:** $4,300.00

8. **Objective: Revise Indirect Cost Rate**
   To complete revision of Federally approved Indirect Cost Rate.
   
   a. **Measure: Increase Indirect Cost Rate**
      Compare the current 8% indirect cost rate to the approved revised rate.
      
      Source of Evidence: Existing data
1. **Achievement Target:**
   Increase the Federally approved Indirect Rate to 22%

2. **Findings (2010-2011) - Achievement Target: Partially Met**
   The current negotiated Indirect Cost Rate is 21.3%. Termination date for this agreement is September 30, 2012.

3. **Action Plan:**
   **Indirect Cost**
   The initial indirect cost rate was proposed at 22% (November 2009). The U.S. Department of Health and Human Services, Division of Cost Allocation negotiated a rate of 21.3% on January 2010 and which the University accepted. This is why the measure was only partially met; we feel this rate is sufficient and exceptional and we continue to maintain this rate and request an extension of the current adequate rate for the University's indirect cost on all externally funded projects.

   **Established in Cycle:** 2010-2011
   **Implementation Status:** Planned
   **Priority:** High

II. **Analysis Answers**
   A. **What specific strengths did your assessments show? (Strengths)**
      Analysis of OSP showed increased faculty and staff involvement of proposal submissions to federal, state, and local agencies, as well as more cross-discipline teams cooperating on proposals. OSP also found that more faculty and staff were participating in professional development activities and grant writing workshops which directly correlates to the number of proposal submissions.

   B. **What specific weaknesses or challenges did your assessments show? (Weaknesses)**
      The goal was to increase federal appropriations by $200,000. Appropriation requests were completed and submitted, contacts made with Congressional staffs on a regular basis, and bi-annual visits to Congress completed by UWA Team. Funding was not received. OSP will continue to communicate and maintain relationships with congressional representatives in order to strengthen chances of securing future appropriations. OSP found that additional training and outreach should be given to faculty/staff on an individual basis to increase the number of faculty/staff who submit grant proposals.

   C. **What plans were implemented?**
      1. OSP implemented Effort Certification Policy and posted it online (http://sponsoredprograms.uwa.edu/Time%20and%20Effort%20Certification.pdf).
      2. Implemented online Grant Notification Form for UWA faculty and staff (http://sponsoredprograms.uwa.edu/Forms.htm).
      3. OSP established new relationships with Congressional Offices in Washington DC and Federal Funding Agencies.
      4. OSP Advisory Committee continues to serve as a liaison to all colleges and divisions and provide assistance to staff.
      5. Implemented new Access database to assist with grant status reporting.
      6. Created university access to federal grant application submission engines.
      7. Increased OSP staff roles and responsibilities.
      8. Enhanced Choctaw Tavern and utilized space to provide an additional office for anticipated growth.
      9. OSP established new relationships with Congressional Offices in Washington DC and Federal Funding Agencies.
      10. OSP Advisory Committee continues to serve as a liaison to all colleges and divisions and provide assistance to staff.
11. Created university access to federal grant application submission engines.
12. OSP increased the number of grant research databases that can be accessed by all faculty.
13. Increased OSP staff roles and responsibilities.
14. Enhanced Choctaw Tavern and utilized space to provide an additional office for Grant Writer.
15. OSP hired a full-time Grant Writer.

D. How will assessment results be used for continuous improvement?
Based on results from the assessment plan and achievement status, OSP will be able to more effectively target actions and grant applications that will improve the financial status of the university.

III. Annual Reports
A. Key Achievements
1. Hosted consultants specializing in STEM areas for the purpose of strengthening grant proposals related to STEM: Dr. Gypsy Abbott, UAB (STEM STARS), Dr. Shirley Malcom, American Association for the Advancement of Science, and Dr. Randy Smith, UAB (STEM STARS).
2. Establishment of the weekly EFO Notice (Electronic Funding Opportunities).
3. The Office of Sponsored Program has facilitated the formation of 8 teams to prepare grants including the STEM Stars, TUES Team, PBI Team, Noyes Scholars Team, Health and Wellness Grant, Waste Management Team, and DCHE Training Initiative (DOL).
4. Coordinated numerous partnerships with faculty members including with NSM, and Penn State and MSU.

B. Staff Achievements
Rebecca Harvard presented appropriations requests to the Alabama Congressional Delegation in Washington, DC, and gave a presentation before the Baldwin/Mobile Counties Alumnae Association. She was nominated by Governor Bob Riley and participated in the prestigious Delta Regional Leadership Institute, including attending six leadership workshops in economic development throughout the Delta Region. She attended the Grant Resources Center's Proposal Development Workshop in Washington, DC, and coordinated numerous partnerships with faculty members from UWA, Mississippi State University, and Pennsylvania State University; developed cross-discipline teams for UWA's COE and NSM.

Rodney Granec was named the NCURA Southeast Region Technology Committee Chair, NCURA Hospitality Committee Chair, the NCURA Southeast Regional Program Committee, and National Conference Volunteer, and as such has attended two NCURA sessions this year. He attended the Alabama Recycling Fund Workshop and an Alabama Dept. of Transportation workshop. He also represented UWA and OSP at Senator Sessions' grant writing workshop at Jacksonville State University. He presented a grant writing workshop for the Black Belt Heritage Area in Selma, Alabama; numerous budget training sessions, and facilitator of NIH webinar series for faculty. He also serves as project director for the U.S. Dept. of Education's PBI Formula grant.

Carmen Giles served as facilitator in the submission of 15 grants and teams with 32 faculty members and directly developed the Get Onside Soccer Program and assisted in the development of the College Goal Sunday Program. She conducted several workshops in grant funding research (InfoEd SMARTS and SPIN) on campus, and conducted the first STEM STARS workshop for applying to the National Science Foundation. She attended the Grant Resources Center's Proposal Development Workshop in Washington, DC, the National Science Foundation's grant writing workshop in Nashville, TN, and the U.S. Dept.
of Education’s Talent Search and Educational Opportunity Centers Workshop in Atlanta, GA. She established the weekly EFO Notice, maintains the Semi-Annual Grant Special Report and regular status reports, and maintains the OSP Newsletter.

C. Public/Community Service

Aided Sumter County first responders and emergency management personnel in submission of grant application. OSP provides developmental technical and programmatic support to university outreach entities to secure funding for community and university-enhancing events and activities.