Office of Sponsored Programs

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 Other Outcomes/Objectives, with Related Measures, 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 by 5%
To increase the external funding received through Federal, State, and private sources by 5%.

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

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

2. Findings (2011-2012) - Target: Partially Met
The Office of Sponsored Programs submitted 38 proposals, a decrease in submissions by 5 from the previous year, with a 36% funded rate. Note: 1 proposal worth $300,000 still pending. Submissions by College/Division: COLA (0), NSM (13), COE (6), COB (3), Nursing (1), Campus Police (1), Financial Aid (1), Outreach Services (3), OSP (4), Student Success (2), Athletics (2), Ed. Outreach (11) Submissions by faculty/staff of each college: COLA - 0 faculty; NSM - 6 faculty; COE - 4 faculty; COB - 2 faculty; Ed Outreach - 8 faculty; Outreach Services - 3 faculty

3. Action Plan:
Increase number of faculty submitting grant proposals.
Promote grant writing to the College of Liberal Arts faculty and College of Business faculty.
**Established in Cycle:** 2011-2012  
**Implementation Status:** In-Progress  
**Priority:** Medium  
**Implementation Description:** Meet with deans of each college to discuss which faculty members they would like to participate in grant writing.  
**Projected Completion Date:** 09/01/2013  
**Responsible Person/Group:** Becky Harvard

2. **Objective:** Provide professional development opportunities  
Provide professional development opportunities for faculty through workshops, one-on-one assistance, teleconferences, and webinars.

   a. **Measure:** Professional Development  
   Workshops, teleconferences, and webinars will be provided to expand the knowledge of faculty in program design and budget development as well as the basics of researching grant opportunities.

   1. **Achievement Target:**  
      12 faculty members will expand knowledge in program design and budget development through participation in workshops. Ten new faculty members will learn the basics of developing grants and researching opportunities.

   2. **Findings (2011-2012) - Target: Met**  
      9 Workshops were offered to UWA faculty by OSP, affecting 45 faculty/staff members. 3 Teleconferences: Vulcan, Mathematics Association of America, InsideTrack 5 Webinars: 10 attendees

3. **Objective:** Increase the capacity of OSP.  
To increase the capacity of OSP by increasing professional development opportunities for staff, grant development for staff and updating equipment.

   a. **Measure:** Expand capacity of OSP.  
   Increase capacity of OSP by expanding staff, updating communication networks, increasing technological and computer capacity, and enhancing knowledge and skills of staff.

   1. **Achievement Target:**  
      Add one staff member, provide updated mobile technology and training for staff in three identified areas.

   2. **Findings (2011-2012) - Target: Met**  
      Hired Stephanie Hyche as Grant Writer. iPads bought for OSP staff and other faculty members. Two Verizon Hotspots data plan for mobile internet access. Training: Foundation Center (CG), Grantsmanship Center (STH), NCURA & AASCU (RG), AASCU (RH)

4. **Objective:** Continue functioning as the clearing house, facilitator, and oversight office for grant applications  
Continue providing functions as clearing house, facilitator, and oversight office for the faculty of UWA.
a. **Measure: Function as the clearing house for grants.**
   Provide procedures, routing systems, and one-on-one assistance to faculty from application to implementation and close-out.

1. **Achievement Target:**
   Accurate data management of grant and funding applications, faculty assisted, including team meetings, preliminary RFP overviews, and regular research information to faculty.

2. **Findings (2011-2012) - Target: Met**
   70 Meetings were held with OSP staff and faculty/staff regarding RFP overviews, grant development, pre- and post-award management, and closeout, including 46 faculty and/or staff members.

5. **Objective: Provide up-to-date research resources and information**
   Provide up-to-date research resources and information in grant-related external funding 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.

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. Weekly newsletter to faculty and specific searches by request for 20 faculty.

2. **Findings (2011-2012) - Target: Met**
   Training offered to faculty and staff through: InfoEd Training: reached 37 faculty/staff, Grants.Gov Training: 15, Foundation Directory Training: 15 Faculty Specific Searches: Mark Davis, Robbie Simonek, Bonnie Allen, Tom Tartt, Tina Jones, Neil Snider, Lee Thomas, Ketia Shumaker, Annie Upchurch, Craig Rodin EFO sent to ALL FACULTY - 15 weeks.

6. **Objective: Maintain contact with federal agencies and congressional delegation.**
   Maintain contact with federal agencies and congressional delegation on an ongoing basis.

   a. **Measure: Maintaining Relationships with federal agencies and lobbyists.**
      Attendance of technical workshops, relationships with federal agencies and relationship with lobbyists.

1. **Achievement Target:**
   Increase federal funding.
2. Findings (2011-2012) - Target: Partially Met
   22 Submitted in 2010-2011 with 10 Funded: $1,926,321
   18 Submitted in 2011-2012 with 12 Funded: $1,663,161
   Increase of funded proposals by 2
   Decrease of $263,160 in funding amount. NOTE:
   There are currently 1 federal proposals pending results ($300,000) which
   may put us over our mark; the final result may not be seen until the closing
   of the fiscal year. 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. Related Action Plans (by Established cycle, then alpha):
   a. 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 (recurring)

   b. Increase funding of federal grant applications.
      Submit a greater number of federal proposals and offer faculty/staff more
      workshops on federal applications and federal grant writing techniques.
      Maintain contact with lobbyists and congressional delegation.
      Established in Cycle: 2011-2012
      Implementation Status: In-Progress
      Priority: High
      Implementation Description: Submit a greater number of federal
      proposals and offer faculty/staff more workshops on federal applications
      and federal grant writing techniques.
      Projected Completion Date: 09/01/2013
      Responsible Person/Group: Becky Harvard

II. Other Plans for Improvement:

   A. Hire full time grant writer
      Hire a full time grant writer in lieu of Hanover Consultants.
      Established in Cycle: 2011-2012
      Implementation Status: Finished
      Priority: High
      Responsible Person/Group: Becky Harvard and Rodney Granec
      Additional Resources Requested: $63,480 = $46,000 salary + $17,480 benefits
      Budget Amount Requested: $63,480.00 (recurring)

   B. Negotiate Indirect Cost Rate
The Office of Sponsored Programs will review and renew the current rate of 21.3% with the U.S. Department of Health and Human Services.

Established in Cycle: 2011-2012
Implementation Status: Finished
Priority: High
Implementation Description: Contact DHHS Division of Cost Allocation for guidelines on renewing and/or extension of current rate. Recently the UWA indirect cost rate of 21.3% was extended until September 30, 2015.
Responsible Person/Group: Rodney Granec
Additional Resources Requested: Data from Office of Financial Affairs

C. Renew research subscriptions
Renew subscriptions to research engines for grants.
Established in Cycle: 2011-2012
Implementation Status: Planned
Priority: High
Responsible Person/Group: Becky Harvard
Budget Amount Requested: $1,000.00 (recurring)

D. Upgrade computer equipment
Upgrade computer equipment and provide new equipment for new grant writer position.
Established in Cycle: 2011-2012
Implementation Status: Planned
Priority: High
Responsible Person/Group: Rebecca Harvard, Director
Budget Amount Requested: $1,500.00 (recurring)

III. Analysis Questions and Analysis Answers

A. What specific strengths did your assessments show? (Strengths)
The Office of Sponsored Programs met 4/6 objectives, and partially met 2/6. OSP surpassed its target in bringing workshops, conferences, and webinars to faculty/staff members, hired a highly effective grantwriter for federal proposals, and assisted faculty/staff in pursuing grant opportunities, which shows a marked increase in faculty members’ interest in attaining external funding for projects.

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.

C. What plans were implemented?
Retreat 4) OSP Advisory Committee continues to serve as a liaison to all colleges and divisions and provide assistance to staff. 5) Increased OSP staff roles and responsibilities. 6) Enhanced Callaway Schoolhouse with renovations for future use as a professional development center.

D. What plans were not implemented?
All plans were implemented, resulting in 4 met targets and 2 partially met targets.

E. 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.

IV. Annual Report Section Responses

A. Key Achievements
1) Hosted Dr. Tara Gray, a consultant specializing in scholarly writing for the purpose of strengthening grant proposals. 2) Establishment of the Tavern Buzz, a short semesterly newsletter of what has been funded. 3) The Office of Sponsored Program has facilitated the 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). 4) 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). 5) Made contact with and submitted grant proposals to 10 new agencies, including foundations, federal, and private. 6) Provided UWA faculty and staff with 3 grantwriting workshops designed and presented by OSP staff and UWA faculty: The Community of Scholars, The Magnificent 8, and the Summer Writing Retreat. 7) Began renovations to the Callaway Schoolhouse that will make it accessible as a professional development/grantwriting center. 8) Enlarged staff of OSP through hiring of a grant writer. 9) Successfully negotiated an extension of the current Indirect Cost Rate of 21.3% until September 30, 2015.

B. Staff Achievements
Rebecca Harvard presented appropriations requests to the Alabama Congressional Delegation in Washington, DC. She 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, visited with the offices of the National Science Foundation and the National Institutes of Health to discuss grant applications. She developed cross-discipline teams for UWA's COE and NSM. She formed the Community of Scholars, a series of 3 workshops held on campus to promote grant writing and writing techniques.

Rodney Granec was named the NCURA Southeast Region Chair-elect, NCURA Southeast Regional conference program committee, and National Conference Volunteer, and as such has presented and attended two NCURA conferences this year. He attended the Grant Resources Center's Proposal Development Workshop in Washington, DC, visited with the National Institutes of Health to discuss grant
applications. Has attended Alabama Department of Transportation and Alabama Department of Community and Economic Affairs grant training. He also represented UWA and OSP at Senator Sessions' grant writing workshop at Jacksonville State University. He also serves as project director for the U.S. Dept. of Education's PBI Formula grant. Rodney serves on the Information Technology Committee, the Service Learning and is chair of the Research Oversight Technology Committee, the Service Learning and is chair of the Research Oversight Committee, and OSP Advisory Committee.

Carmen Giles served as submitter of all grants. and assisted in the submission of 15 grants and teams with 32 faculty members and developed several foundation grants for Science Saturdays of NSM, bby Publications, and the Sucarnochee Revue. She conducted several workshops in grant funding research (and is administrator of) the following search engines (InfoEd, SMARTS, and SPIN), on campus to 5 separate divisions, and conducted the first STEM STARS workshop for applying to the National Science Foundation. She has presented workshops to faculty/staff regarding researching grant opportunities, formatting requirements and guidelines, and electronic submission procedures. She attended the Foundation Workshop in Atlanta, GA, the National Science Foundation's grant writing workshop in Nashville, TN. She established the semesterly Tavern Buzz, maintains the OSP Status Report and semi-annual Grant Special Report, and maintains the OSP Newsletter. Carmen 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. Carmen serves on the UWA Health and Wellness Committee.

Stephanie Hyche attended the Preserving Rural Alabama workshop of the USDA and the Grantsmanship Center Training Program in Baton Rouge, LA. Stephanie has written narratives for multiple federal grant applications and has been funded for a high number. Stephanie serves on the Campus School Steering Committee, and the Student Life Committee. She has presented workshops to faculty/staff regarding Needs Statements and Program Design.

C. 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.
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<th>Item</th>
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<td>Goals</td>
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<td>outcomes/objectives</td>
<td>YES</td>
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<td>Objectives</td>
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<td>Measures</td>
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<td>Achievement Targets</td>
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<td><strong>SELF-STUDY</strong></td>
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<td><strong>Findings</strong></td>
<td>YES</td>
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<td>Findings are indications whether an outcome/objective was met or not. Findings are put into the system under each achievement target. Findings include an interpretation of results, possible uses of results, reflection on problems encountered, indicated improvements/changes and strengths or weakness.</td>
<td>NO</td>
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<td><strong>Action Plans</strong></td>
<td>YES</td>
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<td>Action plans are detailed plans created by the unit to meet an outcome/objective that was only partially met or not met or to make improvement to those outcomes/objectives that were met but still need some strengthening. The plan includes a projected completion date, implementation description, responsible person(s)/group, resources required, and budget amount (if applicable).</td>
<td>NO</td>
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<td>Action plans created in previous cycles have been updated with implementation notes.</td>
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<td><strong>Annual Report</strong></td>
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<td>The Annual Report section contains information on key achievements, faculty and/or staff achievements, and community/public.</td>
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<td><strong>Analysis Report</strong></td>
<td>YES</td>
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<td>The unit has reflected on and created narratives for each of the following areas: specific strengths and progress made on outcomes/objectives, specific weaknesses or challenges, plans that were and were not implemented, and how assessment results will be used for continuous improvement.</td>
<td>NO</td>
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Approved by: ___________________________ Date: 7/3/12

Received by OIE: ___________________________ Date: 8-10-12