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 2010-2011 year has resulted in the funding of 19 new grants totaling $1,639,736 and 14 pending grant applications of $2,802,487. 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 writing habits while 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.

Research of Grant Opportunities
Providing information to the faculty and administration on funding opportunities is vital to encouraging faculty participation. OSP subscribes to an extensive research data base, InfoEd, an electronic notification and tracking service. All faculty members can build a profile to provide daily or weekly notifications of grant opportunities. OSP has met with each college and division to provide instruction in accessing the service. Presently, 21 faculty members use the service. In addition, OSP provides weekly announcements of new funding opportunities through the External 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 members.

**Support in Grant Development and Implementation**
OSP provides technical assistance through the entire grant process from identifying requests for proposals to closeout of grant awards. During the 2010-11 year, OSP conducted 35 team planning sessions, 12 technical award sessions, 3 closeout sessions, and 8 budget planning sessions. The OSP staff has provided direct assistance in the development and writing of 35 grants since July, 2011. The entire process has been improved with the addition of a grant writer. The additional staff has greatly enhanced the capacity of OSP to provide much needed assistance to faculty during the grant writing and submission stage.

**Clearing House for Grant Awards**
OSP continues to streamline the submission, tracking, and reporting procedures for all grant submissions. The 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 is properly approved by funding agencies. The associate director continues to stay abreast of changes in federal regulations that impact grant awards and compliance by UWA. The routing procedures for grant development by faculty are maintained by the grant specialist and grant writer to assure guidelines are met. All submissions are also a function of OSP, avoiding duplication. The associate director chairs the UWA Research Oversight Committee, which facilitates compliance for research related to human subjects.

**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 initiated information-seeking relationships in all 24 federal grant submissions. Of awarded grants, relationships have been facilitated with 9 state and federal agencies.

OSP fosters relationship-building through membership in Grant Resource Center of the American Association of State College and Universities. Staff of OSP attended two technical workshops sponsored by GRC and facilitated by federal agencies. The
associate director is Regional Chairman of National Council of University Researchers (NCURA), enabling the development of a strong network of professional colleagues.

The director of OSP works closely with Bill Stiers of Balch and Bingham, the lobbying firm representing UWA in maintaining relationships with the Congressional Delegation representing Alabama. Visits were made to Washington in November and February with information provided to delegation on the planned health and wellness center and the Black Belt Museum.

**Accomplishments 2010-2011**

**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 work study student. OSP now represents all colleges and divisions with its Advisory Committee. The Advisory Committee provides input in the general operations and approves changes in procedures and policies.

**Grant Routing Procedures**
The Office of Sponsored Programs has implemented specific Routing Procedures and Grant Approval Forms. Faculty interested in pursuing specific grant opportunities are required to seek prior approval of the respective dean and file with OSP. Before submission of grant application, approval must be received from Dean and Department Chair with final approval and submission by OSP.

**Grant Development**
OSP assisted faculty in development and submission of nineteen awarded grants since October 2010, with fourteen grants pending notification. Submitted and pending grants total $4,442,223. The number of proposals developed by each unit are listed below:

College of Natural Sciences and Mathematics (9), Division of Educational Outreach (9), College of Education (4), College of Business (3), College of Liberal Arts (2), Financial Aid (2), Sponsored Programs (2), Athletics (2), Division of Nursing (1), Library (1), Campus Police (1), Division of Outreach Services (1), Student Success Center (1), and Online Programs (1).
Professional Development of Faculty
Conducted sixteen faculty workshops in researching opportunities, budgeting, and agency specific proposal preparation (five times more than previous year). Conducted thirty-five team planning sessions (increase of 26) related to specific grant applications including NSF, Funds for the Improvement of Post-Secondary Education, and the Department of Education with seven cross discipline. Grants specific to colleges and divisions include: College of Education (13), College of Natural Sciences and Mathematics (10), Division of Educational Outreach (6), Division of Outreach Services (6), College of Business (4), College of Liberal Arts (3).

The OSP conducted ten workshops attended by ten existing faculty and twenty-two new faculty. Workshops specific to colleges and divisions include: College of Natural Sciences and Mathematics (6), Division of Educational Outreach (3), Student Success Center (2), Online Programs (1), College of Education (1), and College of Liberal Arts (1).

The Dean's Council and the Office of Sponsored Programs (OSP) collaborated in the implementation of a well-planned professional development program to build the capacity of the faculty in the creation of new and innovative programs. Twenty-five faculty members across all disciplines, nominated by their respective deans, were selected as the Community of Scholars. The six-week program encouraged the scholars to organize ideas and to write every day. The Scholars logged a total of 17,518 minutes of daily writing.

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 2011-12.

Staff Training
- The OSP Staff meets for team meetings on a weekly basis with each member completing a weekly schedule of tasks.
- Training is provided by the Director for the staff on a monthly schedule in current trends and topics.
• The staff works together in planning sessions each semester with follow-ups each month.
• The addition of a full-time grant writer in August 2011, has enabled OSP to increase the number of grant submissions by 10.

Grant Database
• OSP Web Site with links to grants
• Semester Newsletter of grant opportunities
• Membership to Grant Resource Center
• Weekly EFO’s deans and faculty
• Subscription to InfoEd Research

Budgetary Development
The Office of Sponsored Programs is progressing toward self-sufficiency within the university. With the increased indirect cost rate of 21.3% and the increase of grants awarded, OSP has nearly doubled its operating budget, allowing continued professional development for faculty and staff in grant proposal development, as well as providing the OSP staff to maintain proficiency in areas of grant research and management. Ongoing training is critical due to rapidly changing federal and state regulations.

Enhancement of Role of OSP
The OSP has expanded its role in the past year. The office presently chairs the Research Oversight Committee, completed all ARRA Stimulus Final Reporting, and serves on the Facility Planning Committee, Nursing Advisory Committee, Strategic Planning Committee, Health and Wellness Committee, Student Life Committee, SACS Committee, and Deans’ Council. Staff members provide leadership in the development of community partnerships and faculty teams, significant to addressing critical needs.

SUMMARY
Presently, the staff works with teams from every college and division on the campus. The Office of Sponsored Programs has successfully increased the number of grants submitted between FY 2011 and FY 2012 by 21% and the number of grants funded by 20% bringing the cumulative awarded grants to $7,023,570 since 2008. The goal of the Office of Sponsored Programs for 2012 is $10,000,000.

Successful Grant Projects in 2010-12
Comparative Genomics; Stress Responses in NA Hardwoods, National Science Foundation/Penn State University, College of Natural Sciences and Mathematics, $120,577
VITA Tax Preparation, Impact Alabama, College of Business, $4,056
Documenting Community through its Churches, Historical Records Advisory Board
Regrant, Library, $2,000
Get Onside Soccer Program, Sumter County Strategic Alliance, Athletics, $3,000
Gulf of Mexico Salt Marsh, Marine Environmental Science Consortium, College of
Natural Sciences and Mathematics, $45,310
Water Quality and Assessment of Factory Creek, Sumter County Soil & Water
Conservation, College of Natural Sciences and Mathematics, $7,000
College Goal Sunday Program, Alabama State Department of Education, Financial Aid,
$29,997
Rock 'n Read Literacy Program, National Headquarters Phi Kappa Phi, College of
Business, $2,500
Disaster Relief for Postsecondary Education, USA Funds, Financial Aid, $15,000
SBA Proposal, Alabama Small Business Development Center, Division of Outreach
Services, $23,380
Black Belt Heritage Area, Black Belt Community Foundation, College of Liberal Arts and
Division of Educational Outreach, $2,500
Fort Tombecbe Archaeological Project, Alabama Historical Commission, College of
Liberal Arts and Division of Educational Outreach, $15,785
PBI Formula Grant, U.S. Department of Education, College of Education, Online
Programs, Division of Nursing, and Office of Sponsored Programs, $250,000
Black Belt Heritage Area – Signage, U.S. Forestry Service, Educational Research,
$5,000
Online Services – Contract, Alabama Department of Rehabilitation Services, Online
Programs, $15,960
Black Belt Interpretive Center, Delta Regional Authority, College of Business and
Division of Educational Outreach, $137,800
Sucarnochee Folklife Festival, Alabama State Council on the Arts, Division of
Educational Outreach, $3,600
Plant Heat Tolerance Through Cross-Kingdom Interaction, National Science
Foundation/Penn State University, College of Natural Sciences and Mathematics,
$114,361
Outdoor Fitness Fever, Sumter Strategic Alliance, College of Liberal Arts, $4,500
Community Orchard, Sumter Strategic Alliance, Educational Outreach, $8,500
Small Business Jobs Act, Small Business Development Center, Division of Outreach
Services, $48,500