Report:	Assessment Plan Details for: Sponsored Research & Programs
	Report Generated by TaskStream
Workspace:	Operational Plan & Assessment Report - OPAR
Assessment Plan:	2010-11Cycle: Assessment Plan and Assessment Findings
Assessment Plan Template:	OPAR Assessment Plan
Report Generated:	Saturday, February 26, 2011

Measures and Findings

Sponsored Research & Programs Unit Goals

1. To improve effectiveness and efficiency

To improve the effectiveness and efficiency of the administration and processing of sponsored research and programs applications

1. Increase knowledge needed to develop proposals

Increase knowledge of processes and procedures for the development and submission of grant proposals

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 6.2.3.,
- USA- SACS- Comprehensive Standards (Section 3): 3.3.1.1, 3.3.1.2, 3.3.1.4

Measures & Findings

Advance Submission to OSRP
Institution level; Direct - Other

Details/Description: To increase the number of proposals submitted to OSRP ten days in advance of the deadline.

Acceptable Target: At least 50% of all proposals to be submitted to external agencies will adhere to the University's required ten day advance submission to OSRP for review and authorization to release.

Implementation Plan (timeline): Upon receipt of the intent to apply the PI is provide a timeline for submitting the application to OSRP and applicable University forms. Daily assessments of proposal submissions will be documented. A weekly report will be generated and submitted to Senior administrators outlining the status of each application to include denoting the date in which it was received..

Key/Responsible Personnel: The Pre-Award Administrator/Grant Specialist is responsible this measure.

Supporting Attachments:

Findings for Advance Submission to OSRP

Summary of Findings: Midyear Findings: The annual goal of at least 50% of all proposals to be submitted to OSRP at least 10 days prior ot the agency deadline remains a challenge. At the midyear point less than fifty percent of submitted proposals have adhered to the internal requirement.

Acceptable Target Achievement:

Recommendations :

Reflections/Notes :

Substantiating Evidence:

Quarterly Submissions (Adobe Acrobat Document)
Quarterly assessment of submissions for the current fiscal year to date.

Weekly Submission Reports (Adobe Acrobat Document)
Report on the status of proposal submission for the respective week.

Sign-in sheet and minimum participation for all scheduled workshops and trainings.
Institution level; Direct - Other

Details/Description: A sign in sheet will be maintained for each scheduled meeting and training. A minimum participation of 5 faculty and staff is required for all scheduled workshops and trainings.

Acceptable Target: 100% of all participants of scheduled trainings and meetings will be documented on the respective session's sign in sheet.

Implementation Plan (timeline): Prior to the start of each scheduled meeting and training session a sign in sheet will be made available for participants. Prior to receiving training materials, participants will be required to sign in on the form. The respective OSRP staff faciliting the sessions will conduct a formal count of participants to ensure the appropriate number of persons are documents.

Key/Responsible Personnel: Because the Director, Research Compliance Officer, Budget Officer all facilitate meetings and conduct training sessions each will be responsible for obtaining a sign-in sheet for each session. The Research Compliance Officer will be responsible for analysing data associated with trainings.

Supporting Attachments:

Findings for Sign-in sheet and minimum participation for all scheduled workshops and trainings.

Summary of Findings: Midyear Findings: Monitoring the attendance of sponsored workshops and trainings in addition to receiving feedback from participants aids the office's ability to cultivate a community of grantwritings. The majority of participants have been staff members and students. It is a requirement that at least five (5) participants must be registered in order to facilitate any workshop. Dates with fewer than 2 registrants are cancelled and rescheduled, but registrants are offered dates for one-on-one sessions. In addition, the training sessions were suspended during December (2010), January and February due to the required campus relocation experienced by the Office. Sessions will begin in March 2011.

Acceptable Target Achievement:

Recommendations :

Reflections/Notes :

Substantiating Evidence:

Lunch and Learn (Adobe Acrobat Document)

Registration information for Lunch and Learn sessions.

2. To increase the number of applications submitted

To assist schools and departments to increase the number of applications submitted to external agencies

2. Increase proposals by 5%

Increase the number of proposals

Measures & Findings

submitted to external agencies by 5% from the 2008-2009 fiscal year.

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 6.2.2.,
- USA- SACS- Comprehensive Standards (Section 3): 3.3.1.2

Increase faculty and staff participation in proposal development process.

Institution level; Indirect - Other

Details/Description: Number of faculty that participate in External Agency briefings, Lunch and Learn Training sessions or seek consultation with OSRP during the proposal development process and subsequently submit a proposal to an external agency will increase.

Acceptable Target: At least 20% of the faculty that participate in External Agency briefings, Lunch and Learn Training sessions or seek consultation with OSRP during the proposal development process and subsequently submit a proposal to an external agency.

Implementation Plan (timeline): By the end of the first month of the each semester during the academic year, the calendar of all training sessions (Lunch and Learns) will be released for the interested persons to register.

Key/Responsible Personnel: All OSRP Staff

Supporting Attachments:

Findings for Increase faculty and staff participation in proposal development process.

Summary of Findings: Midyear Findings: None of the faculty that have participated in the Lunch and Learn sessions have submitted a proposal to date. It should be noted that of the faculty who have attended the majority were faculty hired within the previous 4 months. Only 136 visitor sign-in have been captured due to the move and transition. In addition, the training sessions were suspended during December (2010), January and February due to the required campus relocation experienced by the Office. Sessions will be reinstituted in March 2011.

Acceptable Target Achievement:

Recommendations :

Reflections/Notes :

Substantiating Evidence:

Customer Satisfaction Surveys (Adobe Acrobat Document)

Survey of faculty and staff that have utilized services from OSRP.

Lunch and Learn Registration (Adobe Acrobat Document)

Quarterly Submission Reports. (Adobe Acrobat Document)

Sign-In-Log-070110-021411.xlsx (Excel Workbook (Open XML))

Increase number of faculty and staff registered in Community of Science (COS).

Indirect - Other

Details/Description: The number of faculty and staff at FSU registered in Community of Science (COS) will increase by 5%.

Acceptable Target: By the end of the 2010-2011 academic year all newly hired faculty and staff will be registered in Community of Science (COS).

Implementation Plan (timeline): By the end of the 2010-2011 academic year all newly hired faculty and staff will be registered in Community of Science (COS).

Key/Responsible Personnel: Research Compliance Officer

Supporting Attachments:

Findings for Increase number of faculty and staff registered in Community of Science (COS).

Summary of Findings: Midyear Findings: OSRP is currently coordinating with the office of Human Resources to identify newly hired faculty and staff members to the University. New hires are provided a Research Inventory Form which allows them to identify their specific fields of interests. Upon the receipt of the form is utilized to establish an initial profile for the faculty and staff member to update themselves. The new hire/orientation list is not currently received on a consistent basis, but it has been requested to be received monthly. At that time the forms will be routed to new hires. It should be noted that newly hired staff who register for the lunch and learn sessions are required to complete and submit the form prior to the scheduled workshop. It is estimated that less than 5% of staff hired during the 2010-2011 year have completed and returned their forms to become registered in the database.

Acceptable Target Achievement:

Recommendations :

Reflections/Notes :

Substantiating Evidence:

COS Registration to Date (Adobe Acrobat Document)

Listing of currently registered faculty and staf at FSU

Research Inventory Form (Microsoft Word)

Research interest assessment form for new hires.

4. To ensure university compliance

To ensure university compliance with the rules, regulations, policies and/or procedures applicable to grant and contract awards