Report:	Assessment Plan Details for: Sponsored Research & Programs
	Report Generated by TaskStream
Workspace:	Operational Plan & Assessment Report - OPAR
Assessment Plan:	2009-10 Cycle: 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:

Annual-Report-Proposal-Awards-Submissions-Active-070109-063010 as of 7810.pdf (Adobe Acrobat Document)

Findings for Advance Submission to OSRP

Summary of Findings: a. Seventy –three proposals were submitted during the 2009-2010 academic year. The percent of change from the 2008-2009 academic year as an increase of 1.38%. The total amount requested in comparison to 2008-2009 shows a percent change increase of 50.8%

b. Sixteen workshops were scheduled during the 2009-2010 academic year. Of these sessions over 50% had to be canceled due to the inability to confirm five or more participants.

c. OSRP was only request to facilitated three (3) departmental specific in-service workshops during the previous academic year.

Acceptable Target Achievement: Exceeded

Recommendations : Each year during the deparments are encouraged to incoporated an inservice session from OSRP in (1) familiarize faculty and staff with submission guidelines, (2) meet OSRP staff and learn of their respective responsibilities and (3) learn of discipline specific strategies to meeting the deparment's grantsmanship goal.

Reflections/Notes : Consistent input is needed from Deans and Chairs of their respective research prioriites and grantsmanship goals. Senior administrators are to be familiar with and reinforce the submission process with faculty.

Substantiating Evidence:

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

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

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:

FALL 2009 Lunch and Learn Flyer.pdf (Adobe Acrobat Document)

Letter to Deans Chairs-Fall 2009.docx (Word Document (Open XML))

Summary of Findings: a. Sixteen workshops were scheduled during the 2009-2010 academic year. Of these sessions over 50% had to be canceled due to the inability to confirm five or more participants.
b. OSRP was only request to facilitated three (3) departmental specific in-service workshops during the previous academic year.

Acceptable Target Achievement: Met

Recommendations : Prior to the submission of a grant to an external funding agency faculty should be required to have documentation of completing a workshop regarding the administrative process of grant submission at FSU.

Reflections/Notes :

Substantiating Evidence:

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 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

Measures & Findings

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: Research Compliance Officer

Supporting Attachments:

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

Summary of Findings: a. Seventy –three proposals were submitted during the 2009-2010 academic year. The percent of change from the 2008-2009 academic year as an increase of 1.38%. The total amount requested in comparison to 2008-2009 shows a percent change increase of 50.8%

Acceptable Target Achievement: Not Met

Recommendations : Deans in consultation with their Departments Chairs should be required annually to submit to OSRP their top research priorities and grantsmanship goals for the year. Because OSRP is an administrative office we are unable to establish deparmental benchmarks.

Reflections/Notes :

Substantiating Evidence:

Increase number of faculty and staff registered in Community of Science (COS).
Other level; Indirect - Other

Details/Description: Increasing the number of faculty and staff at FSU registered in Community of Science (COS) will increase their ability to identify external sponsors who will support their respective research interests.

Acceptable Target: The number of faculty and staff at FSU registered in Community of Science (COS) will increase by 5% from the previous academic year.

Implementation Plan (timeline): The first month of each semester the OSRP Brown Bag Lunch and Learn workshops which will include utilization of the COS database will be made available for departments. Group and individual consultation will also be made available.

Key/Responsible Personnel: Research Compliance Officer

Supporting Attachments:

Profiles Aug 31 2010.pdf (Adobe Acrobat Document)

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

Summary of Findings: The number of faculty staff and students that are registered in Community of Science has increased by over 10%.

Acceptable Target Achievement: Met

Recommendations : For the 2010-11 year the number or registrants will focus on newly hired faculty and staff.

Reflections/Notes :

Substantiating Evidence:

3. To provide comprehensive support services

To provide comprehensive support services for the development and administration of sponsored research and programs

3. Establish partnerships with universities and businesses.

Establishment of two external relationships for partnering with other universities and businesses.

Mapped to:

- FSU Strategic Priorities, Initiatives, and Indicators: 6.2.2.

Measures & Findings

Develop an OSRP internal tracking tool.
Indirect - Other

Details/Description: Development of an OSRP internal tracking tool that identifies all faculties past performances and research capabilities that have submitted a proposal during the current fiscal year.

Acceptable Target:

Implementation Plan (timeline):

Key/Responsible Personnel: Director of Sponsored Research and Programs

Supporting Attachments:

FACULTY RESEARCH INTEREST INVENTORY.docx (Word Document (Open XML))

Proposal Tracking Form.doc (Microsoft Word)

Findings for Develop an OSRP internal tracking tool.

Summary of Findings: Internal tracking tool has been developed and is utilized for tracking all faculty sponsored proposals after notification of an intent to submit.

Acceptable Target Achievement: Met

Recommendations : During the Spring 2011 term acquisition of an electronic database will allow for senior administrators to assess and track this process.

Reflections/Notes :

Substantiating Evidence:

Develop and submit proposal in partnership with peer institutions.
Other level; Indirect - Other

Details/Description: Multi-institutional and multi-department proposal development has risen as a priority by many external sponsors. Developmet of collaborative partnerships wouls assist in

Acceptable Target: To assist faculty in the development and submission of at least one proposal in partnership with peer institutions.

Implementation Plan (timeline): Submit weekly funding announcements campus wide to poll for interest in the development of research proposals.

Key/Responsible Personnel: FSU Principal Investigator(s)
Director of Sponsored Research and Programs
Pre Award Administrator/Grant Specialist
Budget Officer/Grant Specialist
Research Compliance Officer/Grant Specialist

Supporting Attachments:

Findings for Develop and submit proposal in partnership with peer institutions.

Summary of Findings: More than three proposals were submitted in partnership with other Universities, businesses or organizations.

Acceptable Target Achievement: Met

Recommendations : Because OSRP is an administrative office this measure will be removed to allow for technical assistance to be rendered to senior administrators for which this role is specifically assigned.

Reflections/Notes :

Substantiating Evidence:

4. To ensure university compliance

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