

2016-2017 Assessment Cycle VPAF_Sponsored Programs Finance Administration & Compliance

Mission (due 1/20/17)

University Mission

The University of Louisiana at Lafayette offers an exceptional education informed by diverse worldviews grounded in tradition, heritage, and culture. We develop leaders and innovators who advance knowledge, cultivate aesthetic sensibility, and improve the human condition.

University Values

We strive to create a community of leaders and innovators in an environment that fosters a desire to advance and disseminate knowledge. We support the mission of the university by actualizing our core values of equity, integrity, intellectual curiosity, creativity, tradition, transparency, respect, collaboration, pluralism, and sustainability.

University Vision

We strive to be included in the top 25% of our peer institutions by 2020, improving our national and international status and recognition.

College / Department / Program Mission

College Mission

Provide the college mission in the space provided. If none is available, write "None Available in 2016-2017."

We provide high-quality, cost-effective services in support of the research, education, and service missions of the University of Louisiana at Lafayette.

The Division is responsible for the University's physical environment and business operations that contribute to providing exceptional experiences for our students, faculty, staff, and visitors.

Department / Program Mission

Provide the department / program mission in the space provided. If none is available, write "None Available in 2016-2017".

Sponsored Programs Finance Administration and Compliance (SPFAC) is a centralized unit, reporting to the Vice President of Administration and Finance, that strives to provide the University research community with a seamless transition from pre-award to post award activities. SPFAC provides post award management and financial oversight while ensuring compliance with federal regulations and adherence to state and university policies for all sponsored activities. SPFAC's responsibilities also include contract review and negotiation, research accounting and financial reporting, time and effort certifications, Subaward management, training and education in the administration of sponsored projects, and audit responsibilities.

Assessment Plan (due 1/20/17)

Assessment List (Goals / Objectives, Assessment Measures and Criteria for Success)

Assessment List

Goal/Objective	Administer campus wide training to guide faculty and staff on the management of external and internal research funding and provide assistance with administering any administrative and
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	regulatory changes and/or updates on a quarterly basis.		
Legends	OO - Outcome/Objective (administrative units);		
Standards/Outcomes			
Assessment Measures			
	Assessment Measure	Criterion	Attachments
	Indirect - Benchmarking	Campus training will be provided on a minimum of a quarterly basis. This training will produce presentation material that will include, but is not limited to, an agenda, a PowerPoint presentation, handout materials, and a discussion group.	

Goal/Objective	To prepare and submit 75% of all sponsored program invoicing by the last calendar day of the current month once notification is received from the Comptroller's office that the previous fiscal month has been closed in the Banner system.		
Legends	OO - Outcome/Objective (administrative units);		
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	Assessment Measure	Criterion	Attachments
	Indirect - Benchmarking	The Research Accountants will receive a notification that the previous fiscal month has been closed and will then ensure that 75% of all invoicing is generated and submitted by the last calendar day of the current month. After all invoicing has been issued, a report will be generated to track the progress and ensure that the monthly goal has been met.	

Goal/Objective	Evaluate the Grants Billing Module to assist in the implementation in the Sponsored Program office, and make necessary adjustments to the fund/grant setup in the Research Module to ensure that the module can be implemented.		
Legends	OO - Outcome/Objective (administrative units);		
Standards/Outcomes			
Assessment Measures			
	Assessment Measure	Criterion	Attachments

	Measure		
	Indirect - Benchmarking	The Director and Manager of Research Accounting need to continue to evaluate the needs and requirements of utilizing the Grants Billing Module. This evaluation would include reaching out to other universities to discuss implementations, working with Ellucian and the university's IT staff to update and/or correct the current setup and process, and review all data currently in the Banner system for accuracy during setup.	

Results & Improvements (due 9/15/17)

Results and Improvement Narratives

Assessment List Findings for the Assessment Measure level for Administer campus wide training to guide faculty and staff on the management of external and internal research funding and provide assistance with administering any administrative and regulatory changes and/or updates on a quarterly basis.

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		<p>of a quarterly basis. This training will produce presentation material that will include, but is not limited to, an agenda, a PowerPoint presentation, handout materials, and a discussion group. been met yet? Met</p>	<p>October 24-26, 2016, March 23, 2017, & April 26, 2017. The office will continue to provide these sessions and will begin again on October 2017. The faculty and staff were very responsive to the sessions and the presentations and powerpoints provided. It has helped to open the dialogue between all of those involved to make sure that everyone understands the importance of compliance and processes at the University. We will continue to grow the program and look for ways</p>	<p>_10_24_26.pdf Restricted_Budget_Inquiry_SSB_2017.10_24_26.pdf Email_Notice_2016.10.24_26.pdf</p>	<p>dissemination of the information to make it more readily available to those that cannot participate on the provided days.</p>
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Assessment Findings	Assessment Measure	Criterion	Summary	Attachments of the Assessments
	Indirect - Benchmarking	Has the criterion The Research Accountants will receive a notification that the previous	After the implementation of the invoicing goal, SPFAC was able to meet the goal from March through June	Invoicing_Assessment.pdf
				- Assessment Process: Continuous monitoring: This goal will remain in place as it is a best practice

		<p>fiscal month has been closed and will then ensure that 75% of all invoicing is generated and submitted by the last calendar day of the current month. After all invoicing has been issued, a report will be generated to track the progress and ensure that the monthly goal has been met. been met yet? Met</p>	<p>2017. The average number of restricted funds that were reviewed each month were 255. Of these 255, an average of 94 funds required invoicing and 83% of these went out prior to the month end deadline. This goal will remain in place as it is a best practice for our office.</p>		<p>for our office. The metrics will continue to be captured on a monthly basis and addressed with research accountants within the office.</p>
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Assessment List Findings for the Assessment Measure level for Evaluate the Grants Billing Module to assist in the implementation in the Sponsored Program office, and make necessary adjustments to the fund/grant setup in the Research Module to ensure that the module can be implemented.

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Assessment Findings	Assessment Measure	Criterion	Summary	Attachments of the Assessments	Improvement Narratives
	Indirect - Benchmarking	Has the criterion The Director and Manager of Research Accounting need to continue to evaluate the needs and requirements of utilizing the Grants Billing Module. This evaluation would include reaching out to other universities to discuss implementations, working with Ellucian and the university's IT staff to update and/or correct the current setup and process, and review all data currently in the Banner system for accuracy during setup. been met yet? Met	The Director and Manager of Research Accounting evaluated the Grants Billing Module and determined that due to the current state of implementation it was not beneficial to the University to continue implementing until sufficient time could be allocated by all resources, including but not limited to SPFAC, IT, and Elucian. All of the steps and transactions entered into Banner were removed and the module has not been put on hold. This could be reviewed again at a later time.		- Assessment Process: Results Discussed / Shared: All parties involved with the implementation of the module have discussed the current standing and the need to review at a later date.

Reflection (Due 9/15/17)

Reflection

1) How were assessment results shared in the unit?

Please select all that apply. If "other", please use the text box to elaborate.

Distributed via email

Presented formally at staff / department / committee meetings (selected)

Discussed informally (selected)

Other (explain in text box below)

2) How frequently were assessment results shared in the unit?

Frequently (>4 times per cycle)
 Periodically (2-4 times per cycle) (selected)
 Once per cycle
 Results were not shared this cycle

3) With whom were assessment results shared?

Please select all that apply.

Department Head
 Dean / Asst. or Assoc. Dean
 Departmental assessment committee
 Other faculty / staff (selected)

4) What were the measurable or perceivable effects on your current (2016-2017) findings based on prior action plans (created in 2015-2016)?

NA

5) What has the unit learned from the current assessment cycle?

SPFAC has learned that the campus continues to have a desire for knowledge to help simplify processes and assist in making grant management less complicated allowing them the time to dedicate to their research. Also, putting forth the metrics for staff to monitor allows them to track their progress and set personal goals for ensuring that their obligations and responsibilities are met.

Attachments

Attachments

Upload any supporting documents related to your assessment plans, results, or improvements. Documents may include rubrics, survey questions, reports, etc. There is no limit to the number of documents you can upload.

Click "Select File" to upload document(s)