University of Louisiana at Lafayette

Detailed Assessment Report
2015-2016 Research and Sponsored Programs
As of: 11/21/2016 01:05 PM CENTRAL
(Includes those Action Plans with Budget Amounts marked *One-Time, Recurring, No Request*.)

Mission / Purpose

The Office of Research and Sponsored Programs is a service office that reports to the Vice President for Research, Innovation, and Economic Development. Activities of ORSP are designed to assist faculty and staff of UL Lafayette in the overall pursuit and submission processes for external funding, while balancing the need for institutional and sponsor regulatory compliance. ORSP assists university investigators in identifying funding opportunities, conceptualizing and preparing proposals, securing institutional approval for proposals, and submitting proposals for funding.

Other Outcomes/Objectives, with Any Associations and Related Measures, Targets, Findings, and Action Plans

O/O 1: Funding Opportunity Notification

Provide information to campus community about available opportunities for external funding to support the research and programmatic interests of our faculty and staff.

Related Measures

M 1: Number of Issues of FundingNotice

This objective will be measured by the number of issues of the Funding Notice distributed to the campus community and posted on the ORSP website.

Source of Evidence: Activity volume

Target:

To be successful, we will compile and distribute one edition of FundingNotice per week.   Each issue should include opportunities in each of the following categories: (1) Arts and Humanities; (2) Education, Health,Social Sciecnes and Service; and (3) Science, Technology, Engineering and Mathematics.

Finding (2015-2016) - Target: Not Met

Due to change in leadership and significant personnel changes in ORSP during the reporting period, the database created and tested was put on hold. During review of expected plans for this data base, questions arose regarding the effectiveness of this tool due to lack of review from faculty in the various departments it served. Other options in the distribution of funding opportunities are currently being reviewed. Until a more effective mechanism is chosen, pre-award grant specialists and the Associate Director are sending emails to faculty members as funding opportunities are received from various funding agencies.

Related Action Plans (by Established cycle, then alpha):

####### FundingNotice Follow-Up

We are also planning to follow up each issue of FundingNotice with individualized emails to faculty about specific opportunities that might be of interest to them in an effort to reinforce the usefulness of the

FundingNotice in the minds of the campus community. We are investigating processes to implement this idea.

Established in Cycle: 2009-2010
Implementation Status: Planned
Priority: Medium

Relationships (Measure | Outcome/Objective):
>   **Measure:** Number of Issues of FundingNotice |
>   **Outcome/Objective:** Funding Opportunity Notification

Implementation Description: We were able to do this some this year; however, we will have to assess our process so that we can be more consistent given time constraints of staff in the office. My plan is to utilize our administrative assistant in the process. We have utilized her in standardizing our FundingNotice process this year and it has worked well. The follow up piece could be worked into her process as well.
Projected Completion Date: 07/2010

FundingNotice Survey

Though we have been on target and able to consistently meet our goal in terms of compiling and distributing funding opportunities through FundingNotice, we are considering ways to make the information more targeted and focused to the specific interests of the faculty on campus. In our current process, we do try to discern what opportunities would be of interest for inclusion in the publication; however, it is based on the subjective view of the Pre-Award staff. In an effort to evaluate the effectiveness of FundingNotice and to investigate ways to possibly improve this service, ORSP developed a very short survey to obtain feedback from our constituents about the effectiveness and helpfulness of FundingNotice. The survey instrument was created in Survey Monkey and was distributed to our faculty email list. In addition to soliciting feedback, the survey instrument was designed to solicit keywords from the faculty about their specific research interests. This information will be used to modify our searches on both SMARTS and COS to harvest opportunities for inclusion in FundingNotice. The survey was distributed on May 7, 2010. At the time of this report (May 21, 2010), only two weeks after the distribution of the survey, 3 people have responded. We have left the survey open and will be sending biweekly reminders.

Established in Cycle: 2009-2010
Implementation Status: Finished
Priority: High

Relationships (Measure | Outcome/Objective):
>   **Measure:** Number of Issues of FundingNotice |
>   **Outcome/Objective:** Funding Opportunity Notification

Implementation Description: Through the survey, we learned that we wanted to make some changes to the format of FundingNotice. We have worked with our Technology Liaison to explore various options over the year. We are planning to switch our site to Droople and are thinking of using functionality that will come with it to use a format other than a multipage PDF attachment.
Connected Documents
>   FundingNotice Survey Email
>   FundingNotice Survey Instrument
>   FundingNotice Survey Results 5-21-10

FundingNotice Database - Customized Issues

During the summer of 2015, ORSP staff will test the database. In addition, they will review the disciplines selected for each faculty member and will determine method to ensure faculty can adjust their selections. They will also train the administrative assistant and support staff (GAs) to enter data into the database so that staff can release issues on a regular basis. Regular distribution of Funidng Notice with the new format should commence with the beginning of the Fall 2015 semester.

Established in Cycle: 2014-2015
Implementation Status: In-Progress
Priority: High

Relationships (Measure | Outcome/Objective):
> **Measure:** Number of Issues of FundingNotice |
> **Outcome/Objective:** Funding Opportunity Notification
> **Measure:** Proposal Submissions | **Outcome/Objective:** Proposal Review and Submissions

Projected Completion Date: 08/2015
Responsible Person/Group: ORSP Staff, Associate Director

Create more effective funding opportunity distribution

ORSP will review how funding opportunities are distributed at other institutions to determine a better of means of sending out this information.

Established in Cycle: 2015-2016
Implementation Status: Planned
Priority: High

Relationships (Measure | Outcome/Objective):
> **Measure:** Number of Issues of FundingNotice |
> **Outcome/Objective:** Funding Opportunity Notification

Implementation Description: Evaluate possible alternatives to funding opportunity distribution.
Projected Completion Date: 06/2017
Responsible Person/Group: ORSP Associate Director

M 6: Web Postings

Review links to agency sponsors on ORSP website on a quarterly basis.

Source of Evidence: Activity volume

Target:

Every funding opportunity advertised by ORSP will be available on the ORSP website.

Finding (2015-2016) - Target: Not Met

Due to changes in leadership and significant personnel changes, this goal has not been met during the reporting period. In addition, funding opportunities are not posted to the website as this was not regularly being accessed by faculty and staff. Instead, very little attention was paid to these postings which took additional personnel to complete.

Links on the ORSP website have been reviewed during the reporting cycle to ensure they are up to date and accessible.

O/O 2: Training
Provide training opportunities for the campus community in proposal development techniques, grantsmanship and research compliance issues.

Related Measures

M 2: Training Sessions
This objective will be measured by the number of training sessions hosted /coordinated by ORSP staff. Evaluations will be sent to attendees after each session to evaluate the effectiveness of each program/session.

Source of Evidence: Activity volume

Target:
To be successful, ORSP will provide at least two training opportunity/workshop /seminar related to proposal development/grantsmanship to faculty per every full month of each regular semester.

Finding (2015-2016) - Target: Met
Throughout the reporting period, ORSP held several group training sessions focused on the Louisiana Board of Regents Support Fund programs as well as additional training sessions presented by an NSF program manager and NSF CAREER grant reviewer. In addition, at the beginning of the fall semester, ORSP staff presented at departmental meetings across campus to provide an overview of services available. In addition, to assist in the development of faculty and staff, the pre-award specialists are also doing one-on-one outreach meetings with faculty, especially new faculty members, to introduce them to the internal processes and collect keywords with which to conduct funding opportunity searches.

Related Action Plans (by Established cycle, then alpha):

Training Program Development

Though we have been providing training for the campus community, we are looking to enhance our programming and increase the number of session we provide. Just this month, we have been utilizing purchased audio conferences and webinars that provide expertise where our staff might be less experienced or where specialized expertise in required (ex. Strategies for using the new NIH Short Forms, Successful NSF CAREER proposal writing). Also, we have been able to purchase extended access or digital copies of the training so that multiple sessions could be offered, accommodating more faculty. We will continue to seek out such opportunities as we have received positive feedback from the attendees. They are a cost effective way to provide training for a number of individuals.

In addition, we have established a set of workshops that the ORSP staff will offer on a regular basis that will include:
(1) Getting Started: Finding Funding and Proposal Development Basics
(2) Money Matters: Proposal Budget Development
(3) Smooth Sailing: Navigating the Proposal Routing and

Approval Process
(4) Getting It Together: Incorporating Collaborators in a Proposal (Subawards & Consultants)

We plan to establish a rotating schedule of these four sessions by providing each session at least once each semester beginning in the Fall.

Established in Cycle: 2009-2010
Implementation Status: In-Progress
Priority: High

Relationships (Measure | Outcome/Objective):
         Measure: Training Sessions | **Outcome/Objective:** Training

Implementation Description: We are still working on development of our offerings. We are also working on alternative formats to engage more people.

Revise Training Target

While training continues to be an important focus, hosting two per month had proven to be difficult due to workloads. Also, attendance has been an issue as it is very difficult to schedule a time that works for all. Also, the Academic Calendar and proposal cycles do not always lend themselves to two trainings per month.   More trainings might be feasible, necessary in a given month while other months it is not feasible to hold any sessions at all.

ORSP will reassess and determine a more appropriate target.

Established in Cycle: 2013-2014
Implementation Status: In-Progress
Priority: High

Relationships (Measure | Outcome/Objective):
         Measure: Training Sessions | **Outcome/Objective:** Training

Projected Completion Date: 07/2014
Responsible Person/Group: Ruth Landry

M 5: Newsletter

ORSP will provide information to the university community about grantsmanship, proposal development topics and regulatory compliance issues through a regularly published and distributed newsletter (ResearchFocus).

Source of Evidence: Activity volume

Target:

ORSP will publish one issue of ResearchFocus per regular semester.

Finding (2015-2016) - Target: Not Met

Due to change in ORSP leadership and significant personnel changes during the reporting period, no newsletters were submitted to the campus community. During this time, however, relevance of topics and distribution of the newsletter have been evaluated. The format and distribution of the newsletter has been found to be less attractive to faculty members and has not been regarded as a regular means of information. Finding a more timely means of distributing the information is key and alternatives need to be examined.

Related Action Plans (by Established cycle, then alpha):

Change Newsletter Format

ORSP staff will investigate more effective ways of structuring the newsletter and will explore the feasibility of increasing the frequency of distribution. We are looking at using an e-newsletter format rather than using a PDF attachment. Also, we are considering creating smaller issues (2 - 3 topics/articles) more frequently (possibly monthly).   Over the last two years, we have had larger issues with 5-6 topics.

Established in Cycle: 2009-2010
Implementation Status: In-Progress
Priority: High

Relationships (Measure | Outcome/Objective):
      Measure: Newsletter | **Outcome/Objective:** Training

Revisit Newsletter Format

ORSP will continue to consider alternate formats for Newsletter.   As Funding Notice is issued more regularly, ORSP will explore and experiment with a combined format so that there is one single publication which will be easier to manage from a workflow standpoint and will be more streamlined for the University community.

Established in Cycle: 2013-2014
Implementation Status: In-Progress
Priority: High

Relationships (Measure | Outcome/Objective):
      Measure: Newsletter | **Outcome/Objective:** Training

Replace newsletter for more timely receipt of information

Review of alternatives is needed to determine a replacement for the current method sending out the ORSP newsletter.

Established in Cycle: 2015-2016
Implementation Status: Planned
Priority: High

Relationships (Measure | Outcome/Objective):
      Measure: Newsletter | **Outcome/Objective:** Training

Implementation Description: Alternatives will be reviewed. Possible collaboration with all offices under the VPRIED allow for more timely receipt of information and more comprehensive information for faculty.
Projected Completion Date: 06/2017
Responsible Person/Group: Associate Director

O/O 3: Proposal Review and Submissions

Assist faculty in the submission of competative proposals to external agencies to fund research, instructional, and other related activities.

Related Measures

M 3: Proposal Submissions

This objective will be measured by the number of proposals processed and submitted by ORSP on behalf of faculty and staff.

Source of Evidence: Activity volume

Target:

In order to maintain our current level of funding and sponsored project activity, we

expect to process no fewer than 30 proposals per month.

Finding (2015-2016) - Target: Partially Met
ORSP processed the following during FY2015-16:

July: 20
August: 26
September: 20
October: 56
November: 64
December: 30
January:47
February: 45
March: 40
April: 25
May: 37
June: 29

Although the goal of submission of 30 proposals per month was only partially met during the reporting period, the total number of proposals throughout the year significantly increased.

Related Action Plans (by Established cycle, then alpha):

Departmental Outreach

ORSP staff will visit departments on campus that are not engaged in seeking external funding for their research endeavors and instructional activities to inform faculty in these departments of opportunties and educate on process.

Established in Cycle: 2009-2010
Implementation Status: Planned
Priority: Medium

Relationships (Measure | Outcome/Objective):
Measure: Proposal Submissions | **Outcome/Objective:** Proposal Review and Submissions

Implementation Description: We have met with 2 departments this academic year and hope to reach out to more departments in the next coming year.

Extend/Revise Internal Review Process

Approximately 5 years ago, the internal approval deadline for proposals was reduced from 5 days to 3 days. In an effort to provide more time for an approval process that has increased recently and to provide more time for ORSP staff to work with faculty in making proposals more competative, we are considering revising the policy to revert back to the 5 day deadline. As the approval/signature process has become more lengthy (more signatures required), ORSP staff have less time to work with faculty on making their proposal more competitive and ensuring compliance with program and agency guidelines. We are also working to revise the internal proposal approval form to facilitate the proposal review process.

Established in Cycle: 2009-2010
Implementation Status: Planned
Priority: High

Relationships (Measure | Outcome/Objective):
Measure: Proposal Submissions | **Outcome/Objective:**
Proposal Review and Submissions

Implementation Description: We presented a set of revised forms for
the internal review of proposals and propsed an extended review time to
the VP Research in December of 2010. We are planning to revisit our
revised forms to make adjustments and represent this summer.

Increase Proposal Submission

ORSP will evaluate proposal submission history for all faculty to
determine who is participating in the process that could use additional
support as well as those who are not participating at all. From there,
ORSP pre-award administrators will work with Department Heads to
encourage those not participating to engage with the office in seeking
opportunities that might fit their research goals and and make plans to
respond. In addition, we will identify those who are submitting but are
not successful to determine what type of support ORSP can offer to
increase their chances of funding

Established in Cycle: 2013-2014
Implementation Status: In-Progress
Priority: High

Relationships (Measure | Outcome/Objective):
Measure: Proposal Submissions | **Outcome/Objective:**
Proposal Review and Submissions

Responsible Person/Group: ORSP Director and Pre-Award
Administrators

FundingNotice Database - Customized Issues

During the summer of 2015, ORSP staff will test the database. In
addition, they will review the disciplines selected for each faculty
member and will determine method to ensure faculty can adjust their
selections. They will also train the administrative assistant and support
staff (GAs) to enter data into the database so that staff can release
issues on a regular basis. Regular distribution of Funidng Notice with the
new format should commence with the beginning of the Fall 2015
semester.

Established in Cycle: 2014-2015
Implementation Status: In-Progress
Priority: High

Relationships (Measure | Outcome/Objective):
Measure: Number of Issues of FundingNotice |
Outcome/Objective: Funding Opportunity Notification
Measure: Proposal Submissions | **Outcome/Objective:**
Proposal Review and Submissions

Projected Completion Date: 08/2015
Responsible Person/Group: ORSP Staff, Associate Director

Increase outreach efforts to increase submissions

In the Spring of 2015, the office developed a plan for each pre-award
administrator to conduct at least 2 outreach meetings per month. The
purpose of the meetings are to learn more of the investigator's research
interest and to discuss the service of the office and potential funding
opportunities. The office leadership (Director and Associate Director)

are monitoring and tracking the progress of these meetings and mentoring on follow up.

Established in Cycle: 2014-2015
Implementation Status: In-Progress
Priority: High

Relationships (Measure | Outcome/Objective):
Measure: Proposal Submissions | **Outcome/Objective:** Proposal Review and Submissions

Implementation Description: Onging
Responsible Person/Group: Pre-Award Staff

O/O 4: Foster Faculty Relationships with Sponsors
Provide opportunities for faculty to liaison with program managers/representatives of funding agencies.

Related Measures

M 4: Agency Visits
This objective will be measured by the number of visits to UL Lafayette by agency/sponsor representatives coordinated by ORSP.

Source of Evidence: Activity volume

Target:
ORSP will coordinate visits (physical or virtual) from at least one federal sponsor per year and two state sponsors per year (one per semester).

Finding (2015-2016) - Target: Met
ORSP did coordinate the visit of one federal sponsor during the reporting period. In addition, four teleconferences (virtual) were held with the Louisiana Board of Regents program managers.

Finding (2015-2016) - Target: Met
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Finding (2015-2016) - Target: Met
ORSP did coordinate the visit of one federal sponsor during the reporting period. In addition, four teleconferences (virtual) were held with the Louisiana Board of Regents program managers.

Related Action Plans (by Established cycle, then alpha):

Establish List of Potential Sponsors to Visit Campus
ORSP will work with members of the UL Lafayette community to build a list of contacts at both state and federal agencies to contact for potetials visits.

Established in Cycle: 2009-2010
Implementation Status: Planned
Priority: High

Relationships (Measure | Outcome/Objective):
Measure: Agency Visits | **Outcome/Objective:** Foster Faculty Relationships with Sponsors

Implementation Description: We were unable to focus on this item this year due to other projects. This will be a project we continue in the next

year.

O/O 5: Funding Notice 2012-13 Finding

IN the period July 1, 2012 and June 30, 2013, ORSP released 51 issues of Funding Notice advertising 758 funidng opportunities in a variety of academic disciplines. These issues were distributed widely using the office's faculty list serve group and were posted on the office's website.

Analysis Questions and Analysis Answers

How were assessment results shared and evaluated within the unit?

Assessment results have been reviewed and discussed with the pre-award specialists. There is much room for improvement in the way we are currently tracking our success in the office and evaluation of our current assessments need to be taken. Due to change in leadership and significant personnel changes during the reporting period, the overall goals and outlook of the office have changed. The expectations from the VPR have changed, and a new focus has taken shape.

Identify which action plans [created in prior cycle(s)] were implemented in this current cycle. For each of these implemented plans, were there any measurable or perceivable effects? How, if at all, did the findings appear to be affected by the implemented action plan?

Due to change in leadership and significant personnel changes, little has been done during the reporting cycle to implement action plans previously included in the assessment and evaluation process.

What has the unit learned from the current assessment cycle? What is working well, and what is working less well in achieving desired outcomes?

Much has been learned from the current assessment cycle. ORSP is not meeting the goals set forth in previous years, and thus, a review of these goals and objectives must be conducted. If goals are consistently unmet during the evaluation process, little is being achieved by having these goals for our assessment. Instead, new goals and objectives should be created to best reflect the overall goals and focus of ORSP as it is under new leadership.