

SUNY Potsdam

Administrative Unit Assessment Report and Improvements

Administrative Unit: Research and Sponsored Programs

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Mission Statement: The Research and Sponsored Programs Office is committed to the enrichment of College faculty and staff and ultimately its student population by offering assistance to faculty and staff in obtaining and administering internal and external funding in the support of their research and creative endeavors. The office prepares external grant proposals and administers external grant awards following the regulations and guidelines of the Research Foundation for SUNY. The unit provides research compliance services at the college for all faculty, staff and students. The college's annual Learning and Research Fair which showcases student and faculty research and creative activities is coordinated by the office.

Goals	Desired Outcomes/Objectives	Assessment Methods and Targets	Results	Planned Improvements Based on Assessment Results
Goal 1:Contribute to the financial well-being of the institution.	Increase the number of faculty and staff involved in external grant applications	Count the number of new faculty/staff who pursue external support	2015-2016: One new PI on an external application and one new project director on an existing award.	Target new faculty through new faculty orientation efforts and grant workshops
	Provide workshops and presentations on office services	Count the number of participants who attend office workshops. Measure workshop satisfaction of participants	2015-2016: Fall 2015 workshop had 2 attendees. Workshop satisfaction not assessed.	November 2016 faculty panel discussion on grants yielded more attendees. Plans are underway for a more hands-on grant workshop for SP 2017
	Provide financial support and incentives for external grant writing.	Count the number of annual recipients of Grant Writing Initiative Award (GWI) and Grant Development Awards.	2015-2016: Two GWI awards made (\$500 total) and no Grant Development Award applications received during that period	Increased faculty/staff activity in grants should result in increased use of these programs.

