SUNY Potsdam
Administrative Unit Assessment Plan

Administrative Unit: Research and Sponsored Programs

Unit Contact -- Name: Dr. Nancy Dodge Reyome   *Phone: 2130*   *Email Address: dodgenm@potsdam.edu*

Date Submitted: January 11, 2016

Mission Statement: The Research and Sponsored Programs Office is committed to contributing 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/Measures
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
	Provide workshops and presentations on office services	Count the number of participants who attend office workshops Measure workshop satisfaction of participants
	Provide financial support and incentives for external grant writing	Count number of annual recipients of Grant Writing Initiative Awards and Grant Development Awards
Goal 2: Contribute to the research and scholarly atmosphere of the college	Offer opportunities for faculty/staff and student scholarly and creative presentations	Count the number of participants in the annual Learning and Research Fair
	Provide faculty/staff seed grants for scholarly and creative activity	Count the number of faculty and staff supported through the Research and Creative Endeavors Program on an annual basis.

Goal 3 Contribute to the culture of compliance at Potsdam	Support the review of IRB and IACUC protocols	Count the number of IRB and IACUC protocols reviewed and administered each year.
	Provide workshops on research compliance for the college community	Count the number of participants at compliance workshops as well as measure workshop satisfaction for all participants.