

**SUNY Potsdam
Administrative Unit
Assessment Summary Form**

Administrative Unit: *Research and Sponsored Programs*

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Assessment Year: *2023-2024*

PURPOSE

This annual assessment summary form provides the opportunity for units to follow-up on their assessment plans, track progress toward goals, and to highlight actions taken to improve processes and/or efficiencies in functioning that lead to outcomes that benefits students, staff, or the college. These could be process changes or improvements in efficiency, skill level of staff, opportunities for the college, or other aspects over which the unit has a certain amount of control.

SECTION 1: ASSESSMENT PLAN FOLLOW-UP

A key component of the continuous improvement assessment process is regularly following up on [your assessment plan](#). Please review your plan and select one-third of your unit goals, along with related desired outcomes and objectives to report on the progress made. Units should select a goal that has not yet been reported on during the '22-'26 cycle.

Selected Goal

Support the research and scholarly activities of faculty and staff by providing “grantmanship” workshops, financial seed grants, and professional development opportunities.

Desired Outcomes/Objectives

- a. Offer monthly in-service workshops on grant searching, external grant writing, and submissions.
- b. Provide annual financial support and incentives for external funding submissions.
- c. Expand professional development activities as appropriate.
- d. Monthly and yearly, highlight the research and scholarly activities of faculty.

NOTE: Once completed, administrative unit leaders should submit this form to their direct supervisor for review and approval. Supervisors, upon approving the form, should submit it to the assessment committee via email at adminassessment@potsteam.edu for their review.

Related Targets/Measures

- a. Count number of workshops (group & individual) supported via Sponsored Programs Office. Also, count faculty and staff in attendance of workshops. Target: monthly in-service workshops.
- b. Count number of faculty/ staff supported via internal grants for external funding submissions and count the number of faculty/staff who receive internal grants for research and creative endeavors. Target: provide \$20,000 in support for R&CE awards.
- c. Count new offerings and programs to improve the professional development of faculty/ staff. Target: create one or two new professional development incentives per year to increase high quality grant submissions.
- d. Advertise the research & scholarly activities of faculty through different means which might include a research and creative endeavors fair, new letters, or web announcements.

Describe the progress made toward the selected goal and the related desired outcomes and objectives. Be sure to include steps taken and any information/data collected and results.

- a. Workshops. The RSPO offered weekly drop-in (individual) workshops and monthly (group) on-line (zoom/teams) workshops for faculty interested in seeking external funding. Attendance for both were sporadic and low.
 - Drop-in workshops: attendance 10
 - Monthly (group): 7 workshops had 35 attendees total.
- b. Faculty / staff supported through internal grants, and funding allocated.
3 faculty received funding this past year for internal grants. The RSPO allocated \$20,000 for this purpose but used \$6,000.
The R&CE and Grant writing course release program had little or no applications.
- c. New offerings and programs for professional development.
The RSPO created a new incentive for this cycle, but it has not been rolled out yet. It is a revenue sharing program designed to reward active grant seekers and encourage more grant submissions. Part of this program is a travel award for faculty to defray costs of travel to conferences.
- d. Advertising research and scholarly activities. This year the RSPO created a new newsletter which was sent out 4 times, announcing the works of our campus colleagues and providing other information about RSPO activities and resources.

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Based on the assessment data and information shared above, what planned actions were or will be taken as a result?

- a. Workshops. The RSPO will continue attempts to educate and assist all faculty interested in obtaining sponsored research funding. Efforts to increase participation by faculty will be taken and include a survey seeking input from faculty on the types of information they would like to learn about.
- b. Internal grants to support faculty seeking sponsored funds. The RSPO will continue to allocate funds for our internal grant programs. We will also create new programs to encourage grant seeking.
- c. New offerings. The RSPO will continue to create and offer new funding opportunities to faculty and staff seeking external funding.
- d. Advertising: The RSPO will continue to advertise via its newsletter, add to the number of issues, and expand the number of recipients.

SECTION 2: DATA INFORMED DECISIONS & UNPLANNED ASSESSMENT (OPTIONAL, BUT VALUABLE)

The experiences of every administrative unit contribute to our collective narrative as a campus. We encourage you to share an example from this past year where you leveraged data or assessment type activities. This could involve planning, taking action, and/or solving a problem. Unlike section 1, there's no need for a formal reporting structure for this section. Instead, focus on a narrative that highlights what was done, the results and the impact of your efforts. Please include any related data and information when available and appropriate.

For context, since the end of the covid 19 pandemic the active number of faculty seeking and engaging in grant activity has declined. And for different reasons, the college has experienced a reduction in students and faculty. The faculty that are here and active researchers have faced strong headwinds and yet continue to advance their research agendas. It became clear to me that we needed to further encourage and reward the ongoing and new research activities of our faculty. I worked this year with the provost and chief financial officer to establish a revenue sharing program for new sponsored awards that come to the campus. In the plan (not yet implemented) faculty and departments will share in a portion of F&A revenues recovered from awards.

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