## 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.

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	There were 57 presentations at the annual Learning and Research Fair	The number of participants at the 2016 Fair is a typical number of presentations. Future plans to increase participation include partnering with the Center for Student Research to identify awardees and encourage fair participation.
	Provide faculty/staff seed grants for scholarly and creative activity	Count the number of faculty/staff supported through the Research and Creative Endeavors Program on an annual basis	2015-2016: Eight applications supported for a total of \$7500.	There are no current plans to change the Research and Creative Endeavors Program.
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.	2015-2016: There were 79 open IRB protocols and 22 renewed protocols. There were four total IACUC protocols during that period.	Compliance oversight has shifted from a half-time administrative compliance coordinator back to faculty chairs of compliance committees. Future assessment of the viability of that shift will need to take place.
	Provide workshops on research compliance for the college community.	Count the number of participants at compliance workshops as well as measure workshop satisfaction.	2015-2016: Nine participants attended IRB workshops and filled out evaluation forms. Four participants rated the workshop excellent (a rating of 5) and four others gave it a rating of 4 suggesting it was very good. All participants felt the workshop achieved its objectives.	Compliance workshops led by faculty chairs will be needed during 2016-2017 and beyond to continue to maintain the level of research compliance and integrity achieved during previous periods.