

**SUNY Potsdam  
Administrative Unit  
Assessment Summary Form**

**Administrative Unit: Research and Sponsored Programs**

**Date: 10/3/22**

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**Assessment Year: 2021-22**

**PURPOSE**

This annual assessment summary form provides the opportunity for units to follow-up on their previous assessment work and reports 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: PRIOR YEAR ASSESSMENT PLAN FOLLOW-UP**

A key component of the continuous improvement assessment process is following up on [prior year assessment plans and reports](#). Review your prior year plan and report and select one of the desired goals and outcomes to comment on any changes or improvements resulting from actions taken.

**Prior Year Assessment Plan – Desired Goal and Outcome(s)**

Copy/Paste or enter the goals and outcomes from your prior plan that you wish to highlight and summarize. Also list any relevant results data and planned actions that may have been previously listed.

**Goal:** Contribute to the culture of compliance at Potsdam

Objective: A. Support the review of IRB and IACUC protocols

Target: Zero (0) adverse events involving human subjects research (IRB) and zero adverse events involving animal research (IACUC).

Result: there were zero (0) adverse events for human subjects (IRB) and animal research (IACUC).

Objective: B. Support the review of conflict of interest (COI) disclosures for all program directors, PIs, and etc.

Target: 100% disclosure rate for program directors and PIs (and others as required).

Result: 100% disclosure rate for COI requests.

**Based on the outcomes, collected data/results, and planned actions, please describe what specific actions were taken and the resulting impact, if any.**

**Objective A.** The RSPO will continue to educate that faculty and research community about the necessity of proper methods in both human subjects and animal subjects research.

**Objective B.** While the campus had a 100% compliance rate for the COI disclosures, we had two cases where former employees of the college still appeared in our computer system.

The RSPO director has taken the following actions:

- Internal review of names, positions, employment status for those receiving COI disclosure requests.
- Increased communication between our campus and the Research Foundation for SUNY who manages our COI system (e.g. PACS) to remove or add individuals to the COI database.

For 2022, the result is that that all PIs, program directors, or etc. required to complete a COI disclosure have been notified. Because our data has been scrutinized, there are zero instances where former employees appear on the disclosure list, and no instances where current employees were omitted. The database review and increased communication with the RF have been successful.

## **SECTION 2: ADDITIONAL ASSESSMENT HIGHLIGHTS (optional)**

Assessment activity can take place that is not directly tied to previously submitted plans and reports. Please use this space to share any assessment success stories from this past year. What did you assess and how? What were the results? What did you learn from it and do as a result?

Advancing a culture of compliance at the campus is aided by the committee chairs of IACUC and IRB, who regularly communicate with researchers. Likewise, the RSPO provides updated information and clear directions of how to complete COI disclosures. The automated system helps us achieve the 100% disclosure rate.