

**SUNY Potsdam
Administrative Unit
Assessment Plan**

Administrative Unit: Research and Sponsored Programs Office [RSPO]

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PURPOSE

Administrative Assessment is an ongoing process that allows a unit to evaluate and – where necessary – improve its programs, services and operations. Assessment is a systematic approach to demonstrate continuous improvement in programs, services and operations. This template is to be used when creating your assessment plan. Assessment plans should be measurable, meaningful and manageable.

UNIT MISSION STATEMENT

The Research and Sponsored Programs Office [RSPO] is committed to contributing to the enrichment of the College faculty, staff, and student population by offering assistance to those seeking outside funding to support research and creative endeavors. RSPO provides faculty development events related to sponsored programs. The Office prepares external grant proposals and administers these awards. Additionally, the RSPO provides research compliance services for faculty, staff, and students.

GOAL #1

Reminder: Generally speaking, goals should be grounded in the mission of the unit, be broad, and linked to the overall institutional priorities and goals. They should focus on strengthening and improving critical functions, services and processes and reflect the most important/urgent priorities of the unit.

Contribute to the financial well-being and stability of the college and Research Foundation by assisting faculty and staff secure awards which will increase the volume of awards and dollar amounts under management.

GOAL #1 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?

(Select all that apply)

- ☐ Retention and Enrollment
- ☒ Financial Stability and Analysis
- ☐ Academic Programs and Planning
- ☐ Strengthening Community Connections
- ☐ Diversity, Equity, Inclusion, & Belonging

Briefly describe the link between goal #1 and the institutional priority area(s) selected.

The RSPO, by assisting faculty to secure sponsored awards, aids the financial well-being and stability of the college. This is accomplished primarily by recovering indirect costs [F&A] associated with sponsored activities. These funds are then used by the campus to pay various costs including heating, computer technology, library services, and many others.

GOAL #1 – DESIRED OUTCOMES AND OBJECTIVES

Tip: Outcomes and objectives should be SMART... Specific, Measurable, Achievable, Relevant, Time-bound

- a. Increase the number of faculty and program directors that submit high-quality applications for sponsored programs/ grants.
- b. Increase the total dollars under management by the RF/ RSPO.
- c. Alter the portfolio under management from predominately state sources to federal sources.
- d. Increase indirect costs recovered from all sponsored awards.

GOAL #1 – ASSESSMENT METHODS, MEASURES, AND TARGETS

Reminder: These should be aligned with the objectives being assessed. Also, consider using a combination of direct and indirect measures. Be sure to include specific targets.

- a. Count the number of applications submitted across years/between years. Target is a 10% increase.
- b. Compare across years the dollar amounts under management by the RF. Target is a 5% increase.
- c. Compare current grant portfolio with future year's portfolios. Target is a 5% increase.
- d. Compare current IDC recovery with future year's IDC recovery. Target is a 10% increase.

GOAL #2

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

GOAL #2 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?

(Select all that apply)

- ☒ Retention and Enrollment
- ☐ Financial Stability and Analysis
- ☒ Academic Programs and Planning
- ☐ Strengthening Community Connections
- ☐ Diversity, Equity, Inclusion, and Belonging

Briefly describe the link between goal #2 and institutional priority area(s) selected.

Supporting the research and scholarly activities of faculty and staff aids in the retention of faculty and students. Faculty that believe they're valued members of the college are more likely to stay and their students are also more likely to complete their degrees. Longer-term faculty, likewise, strengthen their academic programs. And, professors that engage in scholarship bring their expertise into classrooms, labs, and instruction.

GOAL #2 – DESIRED OUTCOMES AND OBJECTIVES

Tip: Outcomes and objectives should be SMART... Specific, Measurable, Achievable, Relevant, Time-bound

- 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.*

GOAL #2 – ASSESSMENT METHODS, MEASURES, AND TARGETS

Reminder: These should be aligned with the objectives being assessed. Also, consider using a combination of direct and indirect measures. Be sure to include specific targets.

- 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.

GOAL #3

Ensure compliance with Research Foundation, state, and federal research requirements.

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| <p>GOAL #3 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO? (Select all that apply)</p> <p><input type="checkbox"/> Retention and Enrollment</p> <p><input checked="" type="checkbox"/> Financial Stability and Analysis</p> <p><input type="checkbox"/> Academic Programs and Planning</p> <p><input type="checkbox"/> Strengthening Community Connections</p> <p><input type="checkbox"/> Diversity, Equity, Inclusion, & Belonging</p> | <p>Briefly describe the link between goal #3 and institutional priority area(s) selected.</p> <p>Compliance with federal and state research requirements can directly affect the financial well-being of the campus. Failure to comply with research requirements could trigger state or federal investigations for misconduct and either the partial or complete inability to receive federal or state sponsored program funds.</p> |
| <p>GOAL #3 – DESIRED OUTCOMES AND OBJECTIVES</p> <p>Tip: Outcomes and objectives should be SMART... <u>S</u>pecific, <u>M</u>easurable, <u>A</u>chievable, <u>R</u>elevant, <u>T</u>ime-bound</p> <p>a. <i>Annually review IRB and IACUC procedures to ensure compliance with federal and state research requirements.</i></p> <p>b. <i>Annually review conflict-of-interest (COI) disclosures for all program directors, PIs, and appropriate members of the college community.</i></p> | |
| <p>GOAL #3 – ASSESSMENT METHODS, MEASURES, AND TARGETS</p> <p>Reminder: These should be aligned with the objectives being assessed. Also, consider using a combination of direct and indirect measures. Be sure to include specific targets.</p> <p>a. Review all IRB & IACUC protocols. Target: maintain status of zero adverse events.</p> <p>b. Review all conflict of interest (COI) disclosures. Target: maintain a 100% disclosure filing rate for program directors, PIs and other appropriate campus officials.</p> | |