

**SUNY Potsdam
Administrative Unit Assessment Plan**

Administrative Unit: Research and Sponsored Programs

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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 for research and creative endeavors. RSPO provides faculty development events related to sponsored programs. The Office assists in the preparation of external grant proposals and award administration. The RSPO is also committed to fostering a campus culture of research compliance for faculty, staff, and students.

Goals	Desired Outcomes/Objectives	Assessment Methods and Targets/Measures
Goal 1: Contribute to the financial well-being of the college and Research Foundation.	Increase the number of faculty and program directors that submit applications for sponsored programs/ grants.	Count the number of applications submitted across years.
	Increase the total dollars under management by the RF/ RSPO.	Compare across years the dollar value under management.
	Alter the portfolio under management from predominately state sources to federal sources.	Compare current grant portfolio with future year's portfolios.
	Increase indirect costs recovered.	Compare current IDC recovery with future year's IDC recovery.
Goal 2. Contribute to the research and scholarly atmosphere of the college.	Offer in-service workshops on grant searching, external grant writing, and submissions.	Count number of workshops (group & individual) supported via Sponsored Programs Office.

	Provide financial support and incentives for external funding submissions.	Count number of faculty/ staff supported via internal grants for external funding submissions.
	Provide seed grants for scholarly and creative activity.	Count the number of faculty/staff who receive internal grants for research and creative endeavors.
	Expand professional development activities as necessary.	Count new offerings and programs to improve the professional development of faculty/ staff.
	Highlight research and scholarly activities of faculty.	Hold annual research and creative endeavors fair for faculty.
Contribute to the culture of compliance at Potsdam	Support the review of IRB and IACUC protocols.	Count the number of IRB & IACUC protocols reviewed annually. Maintain status of zero adverse events.
	Support the review of conflict of interest disclosures for all program directors, PIs, and etc.	Maintain a 100% disclosure rate for program directors, PIs and others.