Delta State
Finance and Administration/VPF
Finance and Administration/Assoc. VP
Institutional Grants

IG Mission Statement

Mission statement
Provide support to faculty and staff to secure external funding from federal, state, and non-federal sources including foundations and corporations that will enhance academic programs of study and services leading to excellence in instruction, service and research. The Office also ensures adherence to university, state and federal policies and guidelines through the development and implementation phases of its grant-funded projects.

Related Items
There are no related items.

IG 01: UO Customer Satisfaction
Start: 7/1/2011
End: 6/30/2012

User Outcome
Faculty and staff satisfaction with the services of the Grants Office

Data Collection (Evidence)
1) Survey instrument
2) Emailed to faculty and staff using Google Docs
3) Data collected and analyzed through Google Docs

Results of Evaluation
Survey was emailed to faculty and staff in July 2011. There were 70 responses to the survey. Some of the responses are listed here:
1. Provide workshops on non-government funding sources, grant proposal writing, and anything related to pedagogy.
2. Increase collaboration when possible - find ways to connect different groups with common goals.
3. Increase communication - there is interest in weekly updates directing people to the grants website and letting everyone know who has received grants, and what funding opportunities are available.
4. Lunch and afternoon were the most popular time slots, but 25% reported that weekends would be a good time to meet.
5. Incorporate the new feedback form on the OIG website, allowing people to suggest workshops, topics, and provide casual feedback.
6. Host a special topics workshop on The Grants Resource Center – what it is and how to use it.
7. Provide a Grants orientation to new faculty members each August

Survey Comments
Survey Responses

Use of Results and Recommendations
A series of in-depth workshops is planned for faculty and staff. The first will be held on October 26, 2012 and will focus on finding grant opportunities and various tasks related to preparing to write a grant proposal. Other sessions, to be held once a month, will be on need justification, program planning including logic models, writing goals and objectives, etc, evaluation planning and design, and budget development.

Related Items
SP3.Ind09: Professional development
SP4.Ind08: Campus Efficiencies

IG 02: Grantwriting Workshops
Start: 7/1/2011
End: 6/30/2012

User Outcome
Increase knowledge of proposal process for participants attending workshops.
Data Collection (Evidence)
Workshop participant evaluations

Results of Evaluation
96% of the 27 participants responding to the Grantwriting 101 workshop evaluation survey indicated that their knowledge and understanding of the grants process was enhanced.

Use of Results and Recommendations

Related Items
- SP3.Ind09: Professional development
- SP4.Ind03: External resources
- SP5.Ind07: Economic Development

IG 2012_01: Increase external funding
Start: 7/1/2011
End: 6/30/2012

Unit Goal
Increase external funding through grants and contract to $8,000,000.

Evaluation Procedures
Report submitted to IHL; grant status report

Actual Results of Evaluation
A total of $7,086,255 in external funding was awarded to DSU between July 1, 2011 and June 30, 2012. This includes funding from external sources to support scholarship, research, education, and services. It is worth noting that DSU is the only institution of the eight public universities that reported an increase in external funding this year. This is an increase of 15.5% over the previous year.

Use of Evaluation Results

Related Items
- SP3.Ind09: Professional development
- SP4.Ind03: External resources
- SP5.Ind07: Economic Development

IG 2012_02: Technical Assistance and Trainings
Start: 7/1/2011
End: 6/30/2012

Unit Goal
Provide development opportunities to faculty and staff through grantwriting workshops, web conferences, etc

Evaluation Procedures
Sign in Sheets
Agendas
Participant Evaluation Surveys

Actual Results of Evaluation
Various one-on-one technical assistance was provided to faculty and staff throughout the year. However, while a series of workshops were planned, scheduling conflicts interfered with the implementation of the workshops. These workshops are now scheduled for the Fall 2012 and Spring 2013.

Use of Evaluation Results

Related Items
- SP3.Ind09: Professional development
- SP4.Ind03: External resources
IG 2012_03: Communication
Start: 7/1/2011
End: 6/30/2012

Unit Goal
Increase communication with Deans, Department Chairs and faculty through Academic Council and other venues.

Evaluation Procedures

Actual Results of Evaluation
The director of the Office of Institutional Grants wrote an article concerning grants and contracts that was distributed by the Provost on 10/24/11.

Use of Evaluation Results

Related Items

- SP3.Ind09: Professional development
- SP4.Ind03: External resources
Section IV.a

Brief Description

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
The purpose of the Office of Institutional Grants is to provide support to faculty and staff for securing external support from federal, state, and non-federal sources including foundations and corporations. The Office of Institutional Grants assists faculty and staff in identifying, preparing, and submitting grant proposals to potential funders.

The Office of Institutional Grants maintains the official University file of contracts and grants and is the office responsible for reporting all external funding support to IHL and other entities as needed. The Office is also tasked with approving grant proposals for submission and ensuring adequate reimbursement for the university facilities and administrative costs are included. All grants and contractual agreements which place obligation on DSU must be authorized by the University and can only be entered into by the President, Provost/Vice President for Academic Affairs, the Associate Vice President of Finance and Administration, or the Director of Institutional Grants.

The Office of Institutional Grants serves as a clearinghouse of grants resources and information. Workshops, trainings and technical assistance are offered throughout the year to interested faculty and staff. The Office is under the direction of the Associate Vice President, Finance and Administration, and is guided by a Grants Advisory Council.
### Section IV.b

#### Comparative data
Enrollment, CHP, majors, graduation rates, expenditures, trends, etc.

**Judgment**
- ☐ Meets Standards
- ☐ Does Not Meet Standards
- ☐ Not Applicable

**Narrative**

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<th>Institutional Goal</th>
<th>Baseline (AY 2009-10)</th>
<th>Year 1 (10-11)</th>
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Section IV.c

Diversity Compliance Initiatives and Progress

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section IV.d

Economic Development Initiatives and Progress

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section IV.e

Grants, Contracts, Partnerships, Other Accomplishments

Judgment

☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section IV.f

Service Learning Data
List of projects, number of students involved, total service learning hours, number of classes, faculty involved, accomplishments.

Judgment
☑ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable

Narrative
Section IV.g

Strategic Plan Data
Only use this section if you have strategic plan info to report that is not covered in other areas of your report

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section IV.h

Committees Reporting To Unit
Each unit includes in the annual plan and report a list of the committees whose work impacts that unit or any other aspect of the university; along with the list will be a notation documenting the repository location of the committee files and records. Committee actions affecting the unit’s goals may be noted in other applicable sections of the annual reports. Not required to be included in the unit’s annual plan and report, but required to be maintained in the repository location, will be a committee file that includes, for each committee: Mission and by-laws, Membership, Process, Minutes.

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative

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<td>D. Increase Service Learning Data</td>
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Section V.a

Faculty (Accomplishments)
Noteworthy activities and accomplishments

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section V.b

Staff (Accomplishments)

Judgment

☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section V.c

Administrators (accomplishments)

Judgment

☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section V.d

Position(s) requested/replaced with justification

Judgment

☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section V.e

Recommended Change(s) of Status

Judgment
□ Meets Standards □ Does Not Meet Standards □ Not Applicable

Narrative
Section VI.a

Changes Made in the Past Year

Judgment

☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section VI.b

Recommended Changes for the Coming Year

**Judgment**
[ ] Meets Standards  [ ] Does Not Meet Standards  [ ] Not Applicable

**Narrative**