**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.

📊 Grants General Data Report
📊 Report to IHL - Research Catalog

**Use of Evaluation Results**

📊 Grant Awards Trend Data 2001-2010
📄 IHL Research Catalog - DRAFT

**Related Items**
📊 **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**

**SP5.Ind02: Continuing Education**

**SP5.Ind06: Community Outreach**

---

**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.

📄 University Updates - Grants and Contracts

**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

| Goal    (optional table, delete if not used; change as needed) | Institutional Goal | Baseline (AY 2009-10) | Year 1 (10-11) | Year 2 (11-12) | Year 3 (12-13) | Year 4 (13-14) | Year 5 (14-15) | Year 6 (15-16) |
|---|---|---|---|---|---|---|---|---|
| A.  to increase number of proposals funded | SP 4 | 58 | 69 | 61 | | | | |
| B.  increase dollars received | SP 4 | 13,877,250 | $5,332,696 | | | | | |
| C.  Increase in number of faculty/staff in PI/PD capacity | SP 4 | 33 | 34 | | | | | |
| D. | | | | | | | | |

## 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

## 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