

**Unit Missions**

 **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.

## User Outcomes

### IG 01: UO Customer Satisfaction

**Start:** 7/1/2012


**End:** 6/30/2014


#### **User Outcome**

Faculty and staff satisfaction with the services of the Grants Office.

#### **Data Collection (Evidence)**

- 1) Grants Administrator will work with IRP to review the survey instrument.
- 2) Survey instrument will be emailed to faculty and staff using Google Docs in the fall 2013.
- 3) Data will be collected and analyzed through Google Docs.

 2011 Responses

 2011 Survey Comments

#### **Results of Evaluation**

#### **Use of Results and Recommendations**

#### **Related Items**

There are no related items.

---

### IG 02: Grantwriting Workshops

**Start:** 7/1/2012

**End:** 6/30/2014

#### **User Outcome**

Increase knowledge of proposal process for participants attending workshops.

#### **Data Collection (Evidence)**

Workshop participant evaluations

#### **Results of Evaluation**

#### **Use of Results and Recommendations**

#### **Related Items**

There are no related items.

## Unit Goals

### IG 2013\_01: Increase external funding to the University

Start: 7/1/2012


End: 6/30/2014

#### Unit Goal

Increase external funding through grants and contracts that support scholarship, research, education, and services by 10%.

#### Evaluation Procedures

Grants Data Report; Report to IHL for Research Catalog

 Final 2013 Grants Report

#### Actual Results of Evaluation

Grant awards decreased this year to \$4,184,742. There are several large grants that were not refunded this year for various reasons: 1) Teach for America grant from the Hearin Foundation was a one-time grant at \$1.8M; 2) Title III is in its fifth year of funding at \$400K; 3) Decrease or loss of funding for several CCED projects from \$875,992 to \$494,181.



The amount of external funding reported is not a true reflection of the external funds coming into the University. This amount does not include funding from the Teach for America contract.

#### Use of Evaluation Results

##### Related Items

  SP4.Ind03: External resources

  SP5.Ind07: Economic Development

  SP5: Improve the quality of life for all constituents

### IG 2013\_02: Professional development and technical assistance

Start: 7/1/2012

End: 6/30/2014

#### Unit Goal

Provide professional development opportunities for faculty and staff through grantwriting workshops, web conferences, etc.

#### Evaluation Procedures

Sign in sheets; participant evaluation surveys; workshop publicity

#### Actual Results of Evaluation

Five grantwriting workshops were provided to faculty and staff during FY 2013. These were:

##### Workshop #1: The First 80%

When: October 26, 2012

Where: Union 306

It is said that grantwriting is 80% research and 20% writing. This session will focus on the first 80% including locating and identifying both private and public funding opportunities, determining eligibility and capacity, understanding requests for proposals, and identifying stakeholders and potential partners.

##### Workshop #2: Justifying Your Need

When: November 30, 2012 1:00-3:30

Where: Jacob Conference Center, Ewing Hall

This workshop will focus on developing and writing the need justification section generally required in grant proposals. The session will cover defining institutional, community, and target population needs; exploring various sources of data to support the need; and tools to assess local need. Institutional Research and Planning (IRP) will provide information on utilizing internal institutional data in grant proposals.

##### Workshop #3: Program Development

When: January 25, 2013 1:00-3:30pm

Where: Jacob Conference Center

This workshop will focus on how you plan to address your need: what you are going to do and how you are going to do it. Participants will learn how to write effective goals, objectives, and anticipated outcomes and impact. Developing logic models, workplans, and timelines which convey to the funder the project activity details will be covered. DSU internal process for grant implementation will be discussed. While this workshop builds upon information covered in the previous two workshops, participation in them is not necessary in order to benefit from this workshop.

#### **Workshop #4: Evaluation Planning and Design**

**When:** Friday, March 22, 2013, 1:00 to 3:30 pm

**Where:** Union 306










**Description:** Evaluation is not just an activity that you do at the end of a project to report to the funder but instead should be an integral part of your project from its inception. This workshop will explore both qualitative and quantitative methods of evaluation, data collection and analysis, and the pros and cons of both internal and external evaluations. Various forms of survey instruments will be explored. The protection of human subjects and the IRB process will be discussed.

#### **Workshop #5: Developing Your Budget**

**When:** Friday, April 19, 2013, 1:00 to 3:30 pm

**Where:** Jacob Conference Center, Ewing Hall

**Description:** This workshop will cover determining the costs of implementing a project and what costs are generally allowed by funders. Participants will gain information on determining personnel needs, computing salaries for time and effort, fringe benefits rates, and indirect costs. Requirements for university resources such as cost share, match, and in-kind resources will be discussed. The role of the project director in budget management will be explored. Tools for managing and monitoring your project budget as well as pulling financial reports will be presented and demonstrated.

-  attendees nov302012 signinsheet
-  Justifying Your Need workshop
-  The First 80% workshop
-  Workshop #1 Evaluations
-  Workshop #1 Sign In
-  Workshop #2 Evaluations
-  Workshop #3 Evaluations
-  Workshop #4 Evaluations
-  Workshop #4 Sign in Sheet

#### **Use of Evaluation Results**

From the workshop evaluations, workshops were found to be very valuable to faculty and staff. This series will be repeated in the Fall 2013.

#### **Related Items**

 [SP3.Ind09: Professional development](#)

 [SP4.Ind03: External resources](#)

 [SP5.Ind07: Economic Development](#)

 [SP5: Improve the quality of life for all constituents](#)

---

#### **IG 2013\_03: Communication**

**Start:** 7/1/2012

**End:** 6/30/2014







#### **Unit Goal**

Increase communication with Deans, Department Chairs and faculty through newsletters, Academic Council and other venues. Circulate campus-wide announcements of new grant awards. Work with faculty to promote their grant-funded projects through press releases.

#### **Evaluation Procedures**

Newsletters, agendas, documentation

#### **Actual Results of Evaluation**

-  Delta Environmental Education Project - EPA grant
-  FallNewsLetter (2)
-  MSP grant press release
-  Press Release - funding
-  Press release-Suicide Prevention
-  SAM Grant - MS Dept of Health

### Use of Evaluation Results



#### Related Items

  **SP3.Ind09: Professional development**

  **SP4.Ind03: External resources**

  **SP4.Ind14: Marketing and Publicity**

  **SP5.Ind07: Economic Development**

  **SP5: Improve the quality of life for all constituents**

## Section IV.a

### Brief Description

### Judgment

Meets Standards    Does Not Meet Standards    Not Applicable

### Narrative

## Section IV.b

### Comparative data

Enrollment, CHP, majors, graduation rates, expenditures, trends, etc.

### Judgment

Meets Standards    Does Not Meet Standards    Not Applicable

### Narrative

## 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