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.

**Results of Evaluation**

**Use of Results and Recommendations**

**Related Items**
There are no related items.

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**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

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: Programt 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.

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
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