

## Strategic Initiative Project Work Plan Summary

Increase the number of faculty/staff members engaged in PI or Co-PI participation.

The third year will focus on

1) a Workshop and Recognition Program. **Completed**

Progress: Completed three workshops during Fall 2018 semester in which sixteen faculty and staff members combined participated in collaborative projects to address institutional strategic priorities; one participant has submitted a proposal, and the completion date has been extended to allow all participants additional time to submit proposals; qualitative feedback illustrated that participants are better prepared to write proposals, were satisfied with the process, will apply information learned, and need for an annual workshop.

2) strategy for improving federal award scores. **Initiated**

Progress: Performed due diligence to ascertain what other USG institutions are doing, identified that the majority are securing external support, and therefore, identified a professional to assist with three initiatives: Student Support Services, Student Childcare Services, and hands-on “train the trainer” support. **Next Step:** carryout contract deliverables in Spring 2019 for Student Support Services, Student Childcare Services, and hands-on “train the trainer” support

<b>Project Name:</b>	Developing Targeted External Grant Supports for Sponsored Research and Programs	<b>Academic Year:</b>	2018–2019 / Version 3.0 (10/24/2018) (03/12/2019)
<b>Strategic Priority:</b>	Secure external funding by obtaining grants and contracts for university-wide strategic initiatives (TARGETED EXTERNAL GRANT SUPPORTS).	<b>Project Leaders:</b>	Dr. Melody Carter
<b>Team Members:</b>	Winifred Nweke; Ceimone Strickland; Terri Taylor-Hamrick; Pinar Gurkas, Chaogui Zhang, and Jesse Zinn		
<b>Project Description:</b>	Building a sponsored research and programs support structure—that provides administrative engagement, training, and recognition—for faculty, staff and students by leveraging our university-wide strategic initiatives.		
<b>Project Goal:</b>	Increase the number of faculty/staff members and students engaged in PI or Co-PI participation from seven (7) to twenty (20) by 2022.		
<b>Success Measure(s)</b>	<ol style="list-style-type: none"> <li>1. <b>Year 1</b>— <ol style="list-style-type: none"> <li>a. enhance proposal writing training and support systems for faculty, staff and students from 5 to 10 (100% increase). <u>Baseline Source:</u> 2014 Grants Management Proposals Submission and Funded Report Log, Business and Operations—by June 30, 2017;</li> </ol> </li> </ol>		

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	<p><b>ACHEIVEMENT:</b> Increased proposal writing support systems from 5 to 24 (380 %); Developed procedure manual (primer) for Sponsored Research and Programs that now appears on Grants and Contracts webpage; Implemented new Post-Award Conference process to improve effectiveness and efficiency.</p> <p>b.   amass team to review and revise faculty personnel policy metrics and criteria to clarify “what counts” for an annual review and P&amp;T review—related to sponsored research. <u>Baseline Sources:</u> Clayton State University Faculty Handbook (Approved May 4, 2011); College of Business Promotion and Tenure Guidelines approved by faculty vote in College of Business Meeting on January 24, 2014; College of Arts and Sciences Departmental Policies for Faculty Evaluation (2014); College of Information and Mathematical Sciences Tenure and Promotion Guidelines 2013; Department of Natural Sciences Promotion and Tenure Criteria (undated, online)—June 30, 2017;</p> <p><b>ACHEIVEMENT:</b> Developed preamble for quantifying what counts for annual review of proposal and grants which received verbal acceptance from Provost, Deans Council and Faculty Senate.</p> <p>2.   <b>Year 2</b>—strengthen support for identifying funding opportunities that leverage university-wide strategic initiatives “Big Ideas”. <u>Baseline Source:</u> Clayton State University Grants and Contracts Management Process (undated, online)—by June 30, 2018;</p> <p><b>ACEIVEMENT TO DATE:</b> Presented context during Faculty Planning Week; Initiated first whitepaper for collaborative child care supports.</p> <p>3.   <b>Years 3</b>—create opportunities for increasing faculty/staff familiarity with grants management processes to support university-wide initiatives. <u>Baseline Source:</u> Clayton State University Grants and Contracts Management Process (undated, online)—June 30, 2019;</p> <p>4.   <b>Years 4</b>—increase opportunities for faculty/staff and student recognition and awards for grantsmanship engagement to support university-wide strategic initiatives. <u>Baseline:</u> Clayton State University College of Arts and Sciences Mini-grants—by June 30, 2020; and</p> <p>5.   <b>Year 5</b>—demonstrate sustainability from prior year’s success measures (1 through 4) to increase external funding by obtaining grants and contracts for targeted university-wide strategic initiatives. <u>Baseline source:</u> Success Measure outcomes from years 1 through 4)—by June 30, 2021.</p>
<p><b>Budget and Resources Needed</b></p>	<p><b>One-time funding request:</b> all-in-one multi-office use color printer/copier for proposal document printing, \$10,000.</p> <p>1.   <b>Year 1 = \$20,000</b> (personnel—pre-awards coordinator: \$0; f/b: \$0; <u>travel: \$4,000</u>; equipment: \$0; supplies: \$0; <u>contractual [training and support]: \$10,000</u>; <u>other: \$6,000</u>);</p> <p>2.   <b>Year 2 = \$20,000</b> (personnel—pre-awards coordinator, post-awards coordinator: \$; f/b: \$0; <u>travel: \$4,000</u>; equipment: \$0; supplies: \$0; contractual: \$0; <u>other: \$6,000</u>);</p> <p>3.   <b>Years 3 = \$20,000</b> (personnel—pre-awards coordinator, post-awards coordinator and information technology specialist: \$0; f/b: \$0; travel: \$4,000; equipment: \$0; supplies: \$0; <u>contractual: \$10,000</u>; <u>other: \$6,000</u>);</p>

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4. **Year 4 = \$20,000** (personnel—pre-awards coordinator, post-awards coordinator, information technology specialist and director: \$0; f/b: \$0; travel: \$4,000; equipment: \$0; supplies: \$0; contractual: \$10,000; other: \$6,000); and
5. **Year 5 = \$20,000** (personnel—pre-awards coordinator, post-awards coordinator, information technology specialist and director: \$0; f/b: \$0; travel: \$4,000; equipment: \$0; supplies: \$50; contractual: \$10,000; other: \$6,000).

#	MAJOR TASKS / Action Steps <sup>iii</sup> (Year 3)	Target Date	Responsibility	Deliverable(s) / Notes
1	<input type="checkbox"/> DEVELOP PROCESS (20% effort)	May 2— Sept 1		
2	<ul style="list-style-type: none"> <li>○ Evaluate Year 3 and modify accordingly.</li> </ul>		Melody Carter and Ceimone Strickland	Risk Management (compliance) function. <b>ON-GOING deliverable.</b>  <b>COMPLETED:</b> Revised Time and Effort (Match funding) reporting process.  <b>NEXT STEP:</b> initiate of Spring 2019 Time and Effort certification.
3	<ul style="list-style-type: none"> <li>○ Continue to conduct meetings with appropriate university leadership to ensure transparency and allow for input.</li> </ul>		Melody Carter	<b>ON-GOING deliverable.</b>
4	<input type="checkbox"/> PROVIDE OPPERTUNITY FOR FACULTY/STAFF AND STUDENT SUPPORT (50% effort)	June— October 31		
5	<ul style="list-style-type: none"> <li>○ Revise the policy and procedure manual.</li> </ul>		Melody Carter  Business and Operations team assist as needed	<b>INITIATED.</b>  <b>NEXT STEP:</b> Add position title for Accounting Services
6	<ul style="list-style-type: none"> <li>○ Enhance process for faculty engagement dissemination of funding opportunities by:               <ul style="list-style-type: none"> <li>▪ Emails</li> </ul> </li> </ul>		Melody Carter	<b>ON-GOING deliverable.</b>

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#	MAJOR TASKS / Action Steps <sup>III</sup> (Year 3)	Target Date	Responsibility	Deliverable(s) / Notes
	<ul style="list-style-type: none"> <li>▪ Department Visits</li> <li>▪ Formal Presentations and Workshops</li> <li>▪ Personal Pre-Awards Consultations</li> </ul>		Provost, AVP for Academic Affairs, and Deans assist as needed	<p><b>NEXT STEP:</b> See Targeted Grant Support teams through to completion (Formal Presentations and Workshops).</p> <p><b>NOTE:</b> Getting proposals 30 days in advance continues to be a challenge. We get them submitted but there's rarely enough time for Sponsored Research and Programs to evaluate and give feedback.</p>
7	<ul style="list-style-type: none"> <li>○ Enhance training plans (one-on-one and workshop) for review and input from president and vice presidents, to include:               <ul style="list-style-type: none"> <li>▪ The internal (campus) process,</li> <li>▪ How to write a proposal,</li> <li>▪ Fiscal management, and</li> <li>▪ An external presenter</li> </ul> </li> </ul>		Melody, Michelle, Melanie, Ceimone	<p>Secure an expert trainer, sensitive to our institutional structure, <b>INITIATED</b>. Performing due diligence to ascertain how other peer institutions are securing initial TRIO awards (this is connected to #13 below);</p> <p>Clarify the internal (campus) process of “grants and contracts process for sponsored research and programs” by defining the <u>qualitative</u> functions (Sponsored Research and Programs and the funding agency) from the <u>quantitative</u> functions (Business and Operations and fiscal management. <b>NOT INITIATED YET.</b></p>
8	<ul style="list-style-type: none"> <li>○ Initiate planning for 2<sup>nd</sup> annual workshop with external trainer/presenter.</li> </ul>		Melody, Cass, Winifred and Ceimone	<b>NOT INITIATED YET.</b>
9	<ul style="list-style-type: none"> <li>○ Initiate process for proposal writing to include a faculty/graduate student Mini-Grant Initiative.</li> </ul>		Melody, Winifred and Ceimone	<b>PROPOSED MODIFICATION:</b> Consider <u>abolishing</u> this, the Targeted Grant Support Workshop and Awards Initiative that would satisfy the “Mini-Grant” component more cost effectively.

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#	MAJOR TASKS / Action Steps <sup>ii</sup> (Year 3)	Target Date	Responsibility	Deliverable(s) / Notes
				However, consider adding a component to support faculty/student research projects that fit our institutional characteristics—for next year.
10	<ul style="list-style-type: none"> <li>○ Initiate 2<sup>nd</sup> year process for procurement of federal multi-year grant award to include an Outstanding Grantsmanship Award.</li> </ul>		Melody, Winifred and Ceimone	<b>PROPOSED MODIFICATION:</b> <u>Consider abolishing this</u> , there's an award feature within the Targeted Grant Support Workshop and Awards Initiative that would satisfy the "Award" component more cost effectively.
11	□ INITITATE GRANT PROCUREMENT (30% effort)	July 29—April 30		
12	<ul style="list-style-type: none"> <li>○ Identify specific federal Request for Proposal (RFP) for development.</li> </ul>		Melody	<b>ON-GOING deliverable.</b>
13	<ul style="list-style-type: none"> <li>○ Provide professional development support for lead federal proposal writer.</li> </ul>		Melody	<b>INITIATED due diligence</b> <i>"I'm collecting information on TRIO projects in the University System of Georgia to ascertain how our peer institutions secured their initial awards for Student Support Services, Upward Bound, Upward Math &amp; Science, and/ or Talent Search. Specifically, I'd like to know—did your institution hire a professional grant-writer or was it written in-house for the very first <u>competition</u> (not the continuation award or second cycle). Any information you could provide would be most helpful." <u>Note:</u> Difference script for external USG peers.</i>

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#	MAJOR TASKS / Action Steps <sup>ii</sup> (Year 3)	Target Date	Responsibility	Deliverable(s) / Notes
				Thus far, 5 of 6 peer institutions (internal, external, similar mission, out of state) have used professional grant-writers/consultants.
14	<ul style="list-style-type: none"> <li>○ Assist in development of federal proposal writing team.</li> </ul>		Melody	<b>PROPOSED MODIFICATION:</b> <u>Consider restructuring</u> the language on this because the Targeted Grant Support Workshops and Award Initiative appears to work better than when we attempted to develop this as the Cake and Conversation gathering. Will know more after program evaluation.
15	<ul style="list-style-type: none"> <li>○ Process proposals in accordance with funding agency specifications for submission.</li> </ul>			<b>ON-GOING deliverable</b>