

Assessment Plan Documentation

Name of Planning Unit: Sponsored Programs Contact: Erica Newland

<p>Goals <i>(Link 3 goals to the Strategic Plan [CAFE] Goals)</i></p>	<p>Goal Assessment: How was this goal assessed, and what were the results?</p>	<p>Use of Results: What changes, if any, will be made to improve goal achievement?</p>
<p>Increase outreach and education efforts by the Office of Sponsored Programs to academic department and University programs. (Link: Culture, C.2)</p>	<p>Assessed: Informational meetings held with academic program deans and chairs and program directors. Initiate monthly/bi-weekly email correspondence from the Office of Sponsored Programs to all University faculty and staff. Results: The Office of Sponsored Programs met with 95% of academic program deans, chairs and program directors; initiated and maintained email correspondence with University faculty and staff on a monthly/bi-weekly basis.</p>	<p>In Spring 2019, the Office of Sponsored Programs will develop a survey to assess faculty and staff satisfaction with outreach efforts, as well as collect suggestions for additional outreach efforts. Survey results will be analyzed to improve and expand relevant outreach efforts.</p>
<p>Develop and update policies, guidelines and resources to define the general external grant funding process and make resources accessible to faculty and staff. (Link: Culture, C.2)</p>	<p>Assessed: Develop Office of Sponsored Programs External Funding Procedures manual; develop Office of Sponsored Programs website to include access to relevant forms and resources. Results: The Office of Sponsored Programs developed a comprehensive External Funding Procedures manual and website, updated appropriate forms and posted all resources on website for easy access.</p>	<p>In Spring 2019, the Office of Sponsored Programs will develop a survey to assess faculty and staff satisfaction with current procedures and access to resources. Survey results will be analyzed to improve and expand sponsored programs resources. The website and procedures manual will updated on an ongoing basis, as necessary.</p>
<p>Submit an average of one external grant proposal per month for the 2017/2018 academic year. (Link: Finance, F.3)</p>	<p>Assessed: Total number of external grant proposals submitted. Results: 20 external grant proposals submitted</p>	<p>The Office of Sponsored Programs will continue to work with academic departments and programs to identify funding opportunities and develop external funding proposals.</p>