

**Texas A&M International University  
Annual Institutional Effectiveness Review (AIER)  
for Administrative or Educational Support Units**

**Unit Name:**

**The Office of Grant Resources**

**Unit Type:**

**Administrative Unit**

**Educational Support Unit**

**Assessment Period Covered:**

**September 1, 2008 to August 31, 2009**

**Unit Coordinator (Preparer of Report):**

**Anne R. Frey**

**List Other Report Contributors (if applicable):**

**Dr. Jeffrey Brown**

**The annual review is directed at the following goals of the Texas A&M International University 2011-2015 Strategic Plan. Please list goals below:**

Goal 4: Research: 4.1; 4.2; 4.3

Goal 6: Resources: 6.1; 6.2; 6.4

**Institutional Mission**

Texas A&M International University, a Member of The Texas A&M University System, prepares students for leadership roles in their chosen profession in an increasingly complex, culturally diverse state, national, and global society. ... Through instruction, faculty and student research, and public service, Texas A&M International University embodies a strategic point of delivery for well-defined programs and services that improve the quality of life for citizens of the border region, the State of Texas, and national and international communities.

**Administrative or Educational Support Unit Mission**

Unit Mission: The Office of Grant Resources (OGR), a unit within the Office of Graduate Studies and Research at Texas A&M International University (TAMIU), supports and provides services for faculty and staff in securing external funds from public and private agencies. Emphasis is placed on securing funds to achieve the University's mission. The office supports the contract and grant writing activities of faculty and staff throughout all stages of the project.

**Provide summary of the last cycle's use of results and changes implemented**

*This statement should specify if the outcomes addressed were a continuation of previous ones, new outcomes, or modified versions of previous outcomes. In addition, the statement should include a concise analysis of the assessment data collected during the previous year, a brief explanation of actions taken to address specific outcomes, an evaluation of how these actions contributed to the improvement of the unit, and any recommendations formulated. Assessment data must be viewed and discussed by the unit during this process.*

Quantitative data from the FY 2008 grant activity were used to establish the FY 2009 OGR objectives. In addition, grant activity results were used to revise the strategic plan for the unit, streamline internal processes, communicate and update the OGR website, and update the unit Handbook.

**List of unit-level outcomes**

*It is recommended that units rotate through their entire set of outcomes over a multi-year period. Units may focus on one or two outcomes each year, as deemed appropriate.*

- 1. Increase participation of faculty and staff in sponsored research and program projects**
- 2. Increase faculty and staff awareness of the grant development process**

Section I: Planning and Implementation

**Outcome(s)**

*Identify the outcome(s) that will be focused upon this year.*

2. Increase faculty and staff awareness of the grant development process

**Methods of assessment to be used:**

*Identify and describe the type of assessment(s) that will be used and how the data will be obtained. During this assessment period, has your unit used any of the following measures for assessment of outcomes? Indicate “Y” if currently being used; “N” if not currently being used but interested in using; and “NA” if not applicable.*

| Type of Measure   | Y | N | NA | Specify which type of measure was used and what outcome the measure was applied to: |
|---|---|---|----|---|
| <u>Volume of Activity:</u><br>(Number of clients served, circulation data, etc.)                      | Y |   |    | OGR proposal log report as well as sign-in sheets for seminars                      |
| <u>Efficiency:</u><br>(Turnaround time for filling requests, timely service or prompt response, etc.) | Y |   |    | OGR Service Assessment (Survey Monkey)  |
| <u>Service Quality:</u><br>(Error rates, accuracy of information provided, etc)                       | Y |   |    | OGR Service Assessment (Survey Monkey)  |
| <u>Client Satisfaction Survey</u><br>(Student, employer, alumni, customer, etc.)                      | Y |   |    | OGR Service Assessment (Survey Monkey)  |
| <u>Feedback:</u><br>(Suggestion box, focus groups, evaluation forms, etc.)                            | Y |   |    | OGR Service Assessment (Survey Monkey)  |
| <u>Review of existing data:</u><br>(Routine records or reports, institutional data, audits, etc.)     | Y |   |    | OGR Annual Report   |
| Staff discussions or evaluations of services to clients   | Y |   |    | Minutes of staff meetings; informal feedback from faculty and staff served          |
| Standards/guidelines  | Y |   |    | The National Council for University Research  |

|   |   |  |  |   |
|---|---|--|--|---|
| provided by professional associations                               |   |  |  | Administrators (NCURA) professional input during conferences and trainings  |
| Standards set by federal, state, county, city or system regulations | Y |  |  | All grant application guidelines, each program's guidelines and OMB circulars and TAMU System regulations for logging in submissions                        |
| External evaluations or auditors                                    | Y |  |  | Ms. Manuela Dokie from UTEP has assessed the OGR and we are awaiting her report   |
| Benchmarks or comparisons with peer institutions                    | Y |  |  | We have met and received feedback on our organization and possible directions for growth from the pre- and post-award offices at Texas A&M – Corpus Christi |
| Other   |   |  |  |   |

**Criteria/Benchmark(s):**

*Specify, if deemed appropriate to assess outcome(s). Criteria/ benchmark(s) may be optional, especially if qualitative measures are used for data collection.*

For FY 2009, we expected to increase from 62 to 70 the number of faculty and staff participating in sponsored research and sponsored program projects.

**Section II: Analysis of Results**

**What were the results attained?**

*Describe the primary results or findings from your analysis of the information collected. Were the results used to improve the unit services or operations? Please specify:*

We did not meet our benchmark of 70 faculty and staff submitting proposals, instead the number decreased to 50.

**What were the conclusions reached?**

*Include a brief description of the procedure used for reaching the conclusion(s) based on the evidence collected and describe the process used to disseminate the information to other individuals. For example, if the discussion took place during the annual retreat, include a summary from those deliberations using the Meeting Minutes template found on the Project Integrate web page at <http://www.tamtu.edu/integrate/docs/Minutes-Template.doc>. Once completed, submit the minutes to [assessment@tamtu.edu](mailto:assessment@tamtu.edu).*

We met briefly before Cristina Hernandez left for her new position to discuss the reason for fewer faculty and staff submitting proposals this past year, and concluded that several faculty and staff who were actively submitting proposals in FY 2008, moved on to other universities in FY 2009. Other than that, we were unable to account for the drop in number of faculty and staff participating as Principal Investigators (PIs) in submitting grant proposals.

**Describe the action plan formulated. (The plan may be multi-year in nature.)**

*Based on the conclusion(s), describe the action plan to be implemented to improve or maintain unit services and operations, including resources needed and a timeline for implementation.*

We plan to continue providing TAMIU faculty and staff high quality seminars and trainings for finding funding, grant writing, and grant management. Approximately 170 faculty and staff attended the OGR fall and spring FY 2008 seminars and again approximately 170 faculty and staff attended the fall and spring FY 2009 seminars with about 95% satisfaction recorded in our evaluations' summary.

We will continue to sign faculty and staff up for the email alert system through InfoEd's GENIUS function that matches research interests to external funding programs, so that they can search for funding opportunities based on their own interests as we continue to send out funding announcements pertinent to each PI's research.

Our benchmark for success will be the OGR Service Assessment (Survey Monkey) as well as informal feedback maintaining our current rate of 95% or more satisfaction for service rendered. As we continue guiding all faculty and staff who come to us for proposal development and submission and continue providing them with quality training for grant writing, we are hoping that the number of faculty and staff trained to submit grants for external funding will also increase; however, for the near future, we are focusing on quality and depth of training rather than numbers of trainees. As our office grows, we hope to provide the scaffolding necessary for all TAMIU faculty and staff interested in submitting grant applications to be able to do so with minimal guidance from our office.

### Section III: Resources

**Resource(s) to implement action plan:**

*Describe the resources that will be needed to implement the action plan. Also indicate if the resources are currently available, or if additional funds will be needed to obtain these resources.*

Funding

- New Resources Required
- Reallocation of current funds

Physical

- New or reallocated space

Other

- Primarily Faculty/Staff time
- University rule/procedure change only

**Provide a narrative description and justification for requested resources (include linkage to Strategic Plan – or Compact, if relevant)**

To be truly effective and help TAMIU “increase externally funded research and scholarship” (Goal 2:2), the Office of Grant Resources needs to hire more experienced and qualified staff as well as provide professional development for the current personnel. For example each of us

should attend the regional National Council for University Research Administrators (NCURA) meetings and at least one of us should attend the National meeting as the trainings and professional sessions and connections made at these meetings increases our ability to serve TAMIU faculty and staff. We, as a staff will be much more equipped to keep up with the latest information from all major funding sources. Keeping up with the latest changes for major federal sponsors is very important for our office staff as we search for funding, work on proposal development and submit grants.

Due to a decrease in the number of staff in the OGR office, we have been unable to continue monitoring programmatic grant activity and helping to alert PIs of reports due. For this reason compliance issues continue to crop up in terms of timely reporting and full documentation of project activities. We still have a need for a compliance officer for grant management.

**Identify proposed outcomes for the next assessment cycle:**

Continuation of present outcome(s) – (Indicate reason for continuation):

Continuation of present outcome - We plan to continue providing TAMIU faculty and staff high quality seminars and trainings for finding funding, grant writing, and grant management, although we will do so more in small groups or one-on-one for most of this year. We will continue serving all who come to us for submitting grant applications.

New Outcome(s) – (List outcomes below):

For the near future, we are focusing on quality and depth of training rather than the number of trainees.

Modification of present outcome(s) – (Indicate reason for modification):

We plan to address the needs of faculty writing research proposals in the coming academic year 2009-2010. We plan on interviewing new faculty members about their research interests and adding their information to an institution-wide list that we began in 2008. And as a result of knowing faculty research interests, we will search for external funding opportunities that match those interests as well as sign as many faculty and staff up as possible on InfoEd's GENIUS function that matches interests input as keywords with external funding opportunities so that they may search for funding on their own as well.

Date Completed:

October 26, 2009 – Revised March 10, 2010

Submit completed form to [integrate@tamiu.edu](mailto:integrate@tamiu.edu).

Up dated 03/2010