

Indiana State University

2005 - 2006 Administrative Annual Report

Sponsored Programs

Year in Review

Achievements

As you have heard, increasing public awareness of Indiana State University's accomplishments is crucial to building student enrollment, influencing policy makers, and developing a place of pre-eminence in the Midwest. What do you consider to be your department's accomplishments for the 2006-07 year that will contribute to this effort? (Please list in priority order and limit to no more than 8.)

1. OSP Tour- In an effort to better understand the needs of ISU faculty, OSP hosted Grant Discussion sessions across campus in various academic areas. 2. Grantwriting workshops- OSP continues to provide ISU faculty, staff, and students with grant writing support through various workshops and informational sessions. 3. Brown Bag sessions- Informal, lunchtime sessions cover topics such as time and effort reporting, compliance issues, cost sharing, and more. 4. Proposals, Protocols- OSP has assisted with and reviewed over 250 grant applications for the ISU community this year, administratively processed approximately 250 Human Subjects protocols, and provided administrative support for several internal grant programs. 5. Internal Processes and Procedures - During the past year the office reviewed several of its internal processes and procedures. As a result of this review, numerous internal tracking documents and the on-line tracking system were modified to improve the efficiency of the office's oversight and tracking of proposal and contract documents.

Enrollment

What steps did you take this year to aid ISU in overcoming enrollment challenges?

OSP staff encourages grant writers to include wage or stipend support in their grant proposals, in an effort to increase research and learning opportunities for ISU students and to increase the number of assistantships available. Additionally, OSP staff encouraged participation in the Summer Honors program by distributing program flyers to friends, family, and high school contacts.

Action Steps

Do you have any further progress you would like to report?

The OSP staff has consistently represented ISU well when working collaboratively to develop proposals with the local community and third parties. OSP staff has encouraged talented high school students to consider ISU by promoting the Summer Honors program.

Assessment

What are two ways in which you evaluated the quality or effectiveness in your area last year? What changes did you make based on those assessments?

1. OSP continues to track proposals and awards based on their inclusion of engagement and experiential learning activities. 2. OSP continues to track proposals and awards based upon the inclusion of student wages and stipends. During proposal development, the OSP staff encourages researchers to hire undergraduate and graduate students on grant funded projects.

Budget

As you know, ISU is facing significant budget challenges. Finding ways to overcome these while increasing efficiency requires innovation. How are you overcoming your budget challenges this year?

In light of recent budget challenges, OSP administrative processes have been altered to save funds. Electronic proposal copies are sent to funding agencies whenever possible and to ISU parties rather than hard copy documents. Faculty members are encouraged to bring proposals early to save on courier expenses, and we have switched to a lower-cost provider of courier services.

Strategic Initiatives

Development Activities

What role might your unit play during the silent phase of the comprehensive fundraising campaign?

OSP staff will continue to positively represent ISU in working with grant collaborators and members of the community on administrative issues.

Future Goals

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Have you considered any action steps your department could make to enhance Indiana State University's reputation as a University of choice? If so, please indicate what you are planning to do and tell us which area of planning your steps fall under.

EL, CE, & IE: OSP supports the external grant seeking functions of the university. Related to these efforts, OSP staff will continue to encourage investigators to create opportunities for ISU students to participate in funded research and public service projects.