Office of Research and Sponsored Programs

#3 Plan cycle - 3
Plan cycle 2023/2024
7/1/23 - 6/30/24

Introduction

Mission:

The Office of Research and Sponsored Programs seeks to increase the capability and competitiveness of McNeese State University faculty and staff to receive internal and external funding for research, creative expression, faculty and student enrichment, and program development.

Institutional Mission Reference:

The Office of Research and Sponsored Programs supports McNeese State University's mission of providing service by administering all grants and contracts for approval, budget verification, reproduction, and submittal to the appropriate funding agency. The office also seeks out and facilitates collaborative ventures with industry, business, and community to enhance economic growth in Southwest Louisiana.

Performance Objective 1 **Increase the number of state, federal, and other grant proposals.**

1 Assessment and Benchmark

Benchmark: Increase submissions of state, federal, and other grant proposals.

1.1 Data

Academic Year	# of state grant submissions	# of federal grant submissions	# of other submissions
2021-2022	14	2	3
2022-2023	13	3	6
2023-2024	27	6	4

1.1.1 Analysis of Data

2021-2022:
This data is a benchmark for the Office of Research and Sponsored Programs under the leadership of co-directors.

2022-2023:
The number of state proposals went down by 1 proposal, however the office did receive applications from departments who haven't submitted in the past several years. The number of federal proposals has increased by 1, as well as neither state or federal grant proposals went up by 3 from 3 in 21-22 to 6 in 22-23. Overall the number did increase by 3 proposals submitted.

2023-2024:
The University realized overall increases in the number of federal and state grants with an 107% increase in the number of state grant submissions and a 50% increase in the number of federal grant submissions. The increase in the total number of submissions was 68%.

1.1.2 Plan for Continuous Improvement

2021-2022:
This year's data is being used as a benchmark. More information will be given for the 2022-2023 year.

2022-2023:
The ORSP will continue to promote and encourage more faculty and staff to engage in grant writing and submitting proposals to help continue the increases in number of total proposals.

2023-2024:
The ORSP continues to notify faculty on a regular basis of external funding opportunities. This is done via email to specific departments as opportunities arise and through monthly newsletters sent to all faculty. Working with faculty on proposal writing and submission are areas in need of improvement. The office relies on faculty to initiate interaction, but upon notification of interest in a particular funding opportunity, the ORSP offers continual support. Support continues to the awarding of funds and subsequent management of funds. Continuing to build relationships with faculty through regular communication and education will help increase the number of quality submissions.

Performance Objective 2 **Increase the number and value of funded state, federal, and other grants.**

1 Assessment and Benchmark

Benchmark: Raise the number and value of funded grants.

1.1 Data

Academic Year	Funded State Grants		Funded Federal Grants		Funded Other Grants		Total	
	#	$	#	$	#	$	#	$
2021-2022	14	$931,498.26	4	$400,972	8	$1,159,350	26	$2,491,820.26
2022-2023	7	$880,824	0	$260,000	2	$104,236	9	$1,245,060

2023-2024	9	$1,214,574	0	$0	1	$2,500	10	$1,217,074

1.1.1 Analysis of Data

2021-2022:

This data is baseline for the co-directors to be able to monitor increases and decreases in funding. The funding was found by the following break-out:

State:
- BOR - $76,050
- TIRE - $30,000
- Small Business - $406,677
- BOR - $199,903
- BOR ITRS - $60,000
- LSU Subaward - $34,673
- LA Nursing - $42,255.26
- Senior Design - $8,000
- LURA - $4,000
- LaACES - $12,000
- Watermelon - $14,940
- LEQSF - $30,000
- LCTS - $13,000

Federal:
- U.S. Prep - $100,000
- VAX Up - $90,972
- Upward Bound - $145,000
- LAMP - $15,000

Other:
- Chevron - $31,689
- Fin Lit - $41,666
- H.C. Drew - $1,000,000
- Mosquito - $5,000
- Bee - $5,000
- PCI - $25,000
- NPCA - $11,000
- Code.Org - $40,000

2022-2023:
State:
- Small Business - $406,677
- LA Nursing - $42,255
- Watermelon - $14,940
- Soygrun- $17,729
- LCTC- $17,000
- BOR- $100,000 (Business)
- BOR- $73,766 (Engineering)
- PUPP- $88,807 (Psychology)
- BOR(Cybersecurity)- $95,650 (Engineering)
- LaSpace- $4,000
- LaACES- $20,000

Federal:

- U.S. Prep - $100,000
- Upward Bound - $145,000
- LAMP - $15,000

Other:
- Fin Lit - $41,666
- Mosquito - $5,000
- Bee - $5,000
- PCI - $25,000
- NPCA - $11,000
- Code.Org- $6,870
- NAACP- $3,000
- National Assoc Comm Engagement- $1,700
- Calus Parish Police Jury- $5,000 (English)

2023-2024:
State:
- 6-Board of Regents
- 1-La. Safety Commission
- 1-ULS Initiative
- 1-PUPP

Other:
- Centerpoint Energy

1.1.2 Plan for Continuous Improvement

2021-2022:
The data being gathered is used as a baseline for the co-directors.

2022-2023:
Overall, the ORSP had a large downslope in number of funded proposals as well as overall funding. However, it's worth noting that the H.C. Drew Grant that the College of Science, Engineering, and Mathematics was one-time funding of $1 million. It is also worth noting that several faculty who had been large contributors to funded grants left the university before the start of Fall 2022.With that being said, the Office is going to participate in McNeese week to help get more faculty involved in grant writing and hopefully have that translate to more funded proposals.

2023-2024:
Beginning August 1, 2024, the office of Research and Sponsored Programs (ORSP) will re-open as a stand-alone office with a dedicated full-time employee (FTE) to manage pre-award and post-award responsibilities along with the grants accountant in the Office of Administrative Accounting. It has been more than three years since the ORSP has had a dedicated FTE. Re-establishing the office will allow more time and attention to all aspects of external funding for the University. Workshops will be offered to educate faculty on grant proposal writing, internal processes, and to build relationships between the office and faculty. A concerted effort to rebrand the office and launch a new and improved resource for faculty will be part of the first-year objectives for the office.

Performance Objective 3 Improve number and disciplinary diversity of faculty and staff participating in grant writing.

1 Assessment and Benchmark

Benchmark: Conduct outreach events/campaigns to increase participation.

1.1 Data

2021-2022:
- Monthly postings to grants bulletin.

- Numerous emails about grant opportunities, as well as writing tips.
- Created Sharepoint and updated McNeese website and have it linked to Sharepoint.
- Spin virtual training on funding searches.

2022-2023:
- Monthly postings to grants bulletin.
- Numerous emails about grant opportunities, as well as writing tips.
- Update Sharepoint and have it roll over to McNeese website and have it linked to Sharepoint.
- Participated in McNeese Week in Fall of 2022 and will participate in Fall of 2023
- Conducted several college level meetings on PI responsibilities.

2023-2024:
- Monthly newsletters to all faculty with information about the ORSP and upcoming funding opportunities.
- Periodic emails to faculty based on specific funding opportunities.
- Meet with faculty upon request.
- Meet with PIs as needed.
- Attend webinars and live conferences to gain knowledge to share with faculty.

1.1.1 Analysis of Data

2021-2022:
This is a baseline of what is a start to rebuilding the Office of Research and Sponsored Programs.

2022-2023:
The ORSP office was active in getting the office reestablished, especially after the hurricanes.

2023-2024:
A new staff member assumed the pre-award role in the ORSP. Concerted efforts were made to continue to increase the number of submissions and subsequent awards.

1.1.2 Plan for Continuous Improvement

2021-2022:
For the next academic year, the office will have a grant writing workshop via faculty and staff retreat.

2022-2023:
The ORSP is going to keep having at least yearly meetings with faculty and staff, as well as PI responsibilities training.

2023-2024:
Beginning August 1, 2024, the office of Research and Sponsored Programs (ORSP) will re-open as a stand-alone office with a dedicated full-time employee (FTE) to manage pre-award and post-award responsibilities along with the grants accountant in the Office of Administrative Accounting. It has been more than three years since the ORSP has had a dedicated FTE. Re-establishing the office will allow more time and attention to all aspects of external funding for the university. Workshops will be offered to educate faculty on grant proposal writing, internal processes, and to build relationships between the office and faculty. A concerted effort to rebrand the office and launch a new and improved resource for faculty will be part of the first-year objectives for the office. A second objective will be to encourage colleges and units that have not been active in grant-writing recently to become active. One way to do this is through information about discipline-specific funding opportunities and then to follow up with individual faculty about those opportunities.

2 Assessment and Benchmark

Benchmark: Enhance institutional support for grant writing.

2.1 Data

2021-2022:
The following departments are involved with grant writing across campus:

- Chemistry and Physics
- Education Professions
- Engineering and Computer Science
- Psychology
- Various departments within the College of Liberal Arts

2022-2023:
The following departments have been added to the previous year's list:

- Biology
- Student Organizations
- Business
- Mathematical Sciences
- Office of Research and Sponsored Programs along with Business Affairs.
- Agricultural Sciences
- Graduate and Undergraduate Nursing

2023-2024:
The following departments/units were involved in grant writing this cycle:

- Biology
- Medical Laboratory Sciences
- College of Business
- Engineering and Computer Science
- Student Services
- Agricultural Sciences
- Graduate and Undergraduate Nursing
- College of Liberal Arts

2.1.1 Analysis of Data

2021-2022:
This is the baseline for the co-directors to look at for increases and decreases.

2022-2023:
The ORSP increased involvement around campus in all three major areas from student affairs, academic affairs, and business affairs.

2023-2024:
There were units not active in the recent past that submitted proposals this year. They were Medical Laboratory Sciences, College of Liberal Arts, and the Office of Student Services.

2.1.2 Plan for Continuous Improvement

2021-2022:
The co-directors plan to increase the diversity of disciplines that apply for grant funding opportunities.

2022-2023:
The ORSP will continue to engage with the various facets around campus. The highlight this year was the multi-faceted effort between business affairs and the ORSP to help with the student success center.

2023-2024:
Beginning August 1, 2024, the office of Research and Sponsored Programs (ORSP) will re-open as a stand-alone office with a dedicated full-time employee (FTE) to manage pre-award and post-award responsibilities along with the grants accountant in the Office of Administrative Accounting. It has been more than three years since the ORSP has had a dedicated FTE. Re-establishing the office will allow more time and attention to all aspects of external funding for the university. Workshops will be offered to educate faculty on grant proposal writing, internal processes, and to build relationships between the office and faculty. A concerted effort to rebrand the office and launch a new and improved resource for faculty will be part of the first-year objectives for the office.

Performance Objective 4 **Improve the efficiency of the grant process.**

1 Assessment and Benchmark

Benchmark: Reduce the number of issues of non-compliance.

1.1 Data

Academic Year	# of non-compliance issues
2021-2022	2
2022-2023	2
2023-2024	1

1.1.1 Analysis of Data

2021-2022:
This is the baseline for the co-directors to look at for increases and decreases.

2022-2023:
The number of compliance issues stayed the same, due to an issue with a student organization president signing off as an authorized rep for the university. The other is a potential issue with time and effort that is being worked on via departmental meetings with the Director of Compliance and the various department heads around campus.

2023-2024:
Due to a misunderstanding on the part of the PI and perhaps unclear communication from the ORSP, there was a shortfall in matching funds that needed to be covered. The issue was handled and the shortfall was covered, but it raised awareness of the need for the ORSP to communicate very clearly before proposals are submitted so that all budgetary items are addressed in full.

1.1.2 Plan for Continuous Improvement

2021-2022:
The office will monitor and send out reminders to reduce the number of non-compliance issues.

2022-2023:
Make sure that all department heads are up to date on procedures of the ORSP office. As well as possibly being a part of new department head training that IRE puts on twice a year.

2023-2024:
Communicate clearly with PIs the requirement of a guarantee of matching funds prior to proposal /application submission. There must be a guarantee in writing from the authorized funding source for the matching funds before a proposal/application will be approved for submission.

2 Assessment and Benchmark

Benchmark: Advance the ability to locate grant opportunities.

2.1 Data

2021-2022:
- Spin webinar
- Yearly BOR flyer
- Yearly workshop at faculty and staff retreat
- Continue monthly bulletin

2022-2023:
- Yearly BOR flyer
- Yearly workshop at faculty and staff retreat
- Continue monthly bulletin
- Grant workshops put on by various different parties.

- Updating Sharepoint for ORSP

2023-2024:
- Yearly BoR flyer
- Monthly bulletin
- Periodic emails to faculty about specific funding opportunities
- Keep ORSP Sharepoint up-to-date
- Share webinars with faculty

2.1.1 Analysis of Data

2021-2022:
This is the baseline for the co-directors to look at for increases and decreases.

2022-2023:
The ORSP continued the previous years efficiency measures along with having grant workshops from a congressman's office. The office also worked on keeping SharePoint up to date.

2023-2024:
The ORSP kept faculty informed about large and small funding opportunities and encouraged applications for both. Also, meeting with PIs and the grants accountant to ensure processes are fully understood was an important part of the effort to reduce non-compliance and to enhance the efficiency of the grant process on campus.

2.1.2 Plan for Continuous Improvement

2021-2022:
Seek more outreach opportunities and increase visibility for the office.

2022-2023:
The ORSP continue to work with various different parties on grant workshops and make sure all announcements and SharePoint documents are up to date.

2023-2024:
Attending as many free webinars as time would allow on a variety of subjects pertinent to the world of grants in higher education was a major focus for this funding cycle. Attending a conference to gain exposure to grant funding in higher education around the country was another helpful endeavor. These efforts will continue and hopefully increase in number.

3 Assessment and Benchmark

Benchmark: Implement and utilize software to aid in the submission and administration of grants.

3.1 Data

2021-2022:
Current funding does not allow for ancillary software purchase.

2022-2023:
Funding model still doesn't allow for ancillary software purchase.

2023-2024:
No funding for ancillary software purchases.

3.1.1 Analysis of Data

2021-2022:
The office did not have extra funding in the 2021-2022 fiscal year with which to purchase such software.

2022-2023:
The office hasn't found a software that works both with existing programs and doesn't require extra work for IT.

2023-2024:
No funding for ancillary software purchases.

3.1.2 Plan for Continuous Improvement

2021-2022:
Work with the Office of University Advancement to see about chance of getting donated funding.

2022-2023:
The office will continue to look at various different software opportunities, as well as have another meeting with the executive vice president about using advancement funding.

2023-2024:
The platform to which the University currently subscribes, Ellucian Banner, has a grants module that is not being utilized. The ORSP plans to audit the system to determine which components, if any, are useful for making processes more efficient. Additionally, a primary goal of the ORSP is to create effective portals accessible to all faculty for referencing commonly required documents, previously submitted proposals, and other useful resources without having to go through the ORSP.