



Office of Research and Sponsored Programs

#4 Plan cycle - 4
Plan cycle 2024/2025
7/1/24 - 6/30/25

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
2024-2025	25	9	37

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%.

2024-2025:

The significant increase in grant applications is due to increased outreach to faculty informing them of funding opportunities on a regular basis. The knowledge of those opportunities comes from a variety of sources including subscriptions to online newsletters and extensive website searches by the Office of Research and Sponsored Programs. A concerted effort has been made to inform faculty of said opportunities in a timely manner and to provide resources to facilitate those submissions. Having full-time staff in the office for the first time in 4 years has allowed those services to be offered to faculty to assist and encourage them to apply.

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.

2024-2025:

Having reached the benchmark to increase the number proposals in each of the grant categories for several years, perhaps it is time to revise the benchmark. The non-quantifying term, "increase" is ambiguous and barely challenges the status quo. A better choice is to create a benchmark that is achievable, but substantial. Quantifying the increase with an actual amount is a more appropriate goal to which the office should strive. That amount could be an integer or a percentage.

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
2024-2025	11	\$497,010	10	\$2,688,289	12	\$139,845	33	\$3,325,144

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

2024-2025:

Analyzing the number of submitted grants and the number of funded grants within the same time period (7/1/24-6/30/25) can be misleading. Grants for which submissions are made during a particular time period may or may not be funded during that same time period. Therefore, the objective is not stated well. It may be true that the number of submissions may rise in a particular time period while the funding may not. Nevertheless, the data provided here for 2024-2025 is accurate for funding amounts. State funding has decreased by over 50% while federal funding and funding from other sources rose significantly. One of the federal grants was over \$2M giving that category a huge boost. The other category's rise indicates that faculty and staff are willing to apply for lesser-known funding opportunities and many are finding success.

The other factor that skews the results from objective to objective is that many grants are multi-year. If the previous person providing data included the total award amount and subsequent persons only include the annual funding amount, the historical data is of little use. Data provided for 2024-2025 are total award amounts.

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.

2024-2025:

With the implementation of newly purchased software, tracking will not only be more accurate, but also more robust. The Mentor platform allows for dozens of data points providing useful tracking information for any time frame desired. Also, the platform provides interactive capabilities between the Office of Research and Sponsored Programs and the PIs/Co-PIs creating an avenue of communication that has previously been managed manually. It is the hope of the ORSP that this software will enhance the experience of everyone who uses it. The ORSP will conduct departmental workshops to introduce and train users to maximize the effectiveness of the new software over the next 12 months.

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.

2024-2025:

DEPARTMENT/ OFFICE	NUMBER OF SUBMISSIONS
Engineering & Computer Science	24
Agriculture	1
University Police	1
Chemistry	3
Business Disciplines	1
Nursing	1
Health Professions	4
Psychology	5
Rodeo	2
Biology	3
Mathematics	3
Performing Arts	2
Student Affairs	2
Admissions	1
E-Learning & Testing	1
Education	2
Enrollment Management	1
Small Business Dev. Center	1
McNeese Autism Program	1
Facilities	1
Academic Affairs	1
English	1

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.

2024-2025:

Not surprisingly, the College of Sciences and Engineering had the most grant submissions by far. Living in

an industrial area with ample opportunity for collaborating with local industrial partners, these disciplines are highly motivated to seek external funding. The College of Nursing and Health Professions came in next with the only other double-digit total, yet far below CoSE.

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.

2024-2025:

Even though the many of the external funding opportunities are geared toward the sciences, others do exist. Seeking funding from foundations is likely to present opportunities for non-science disciplines. Continue to seek those and inform faculty and staff of them along with encouragement to do so. Follow up with specific offers to assist with the grant writing and/or submission processes.

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

2024-2025:

A campus-wide workshop was offered two different days to provide options for attending. At the workshop, the newly created SharePoint was introduced which houses a variety of useful information for those seeking external funding. For those unable to attend the workshop, the SharePoint was introduced by an email notification/invitation. Newsletters were distributed by email at the end of each semester highlighting successful proposals/projects. Periodic email notifications of specific funding opportunities were distributed in a timely manner.

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.

2024-2025:

Campus-wide workshops were not attended very well. Feedback from the email communications continue to be favorable. Fewer newsletters (at end of semester vs. monthly) also received favorable feedback. SharePoint does not receive much traffic.

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.

2024-2025:

Continue newsletters at end of each semester. Continue directing users to SharePoint when questions and /or assistance is requested that can be found on SharePoint. Conduct departmental workshops for new software implementation rather than campus-wide workshops. Inform departments of a digital handbook now available for the ORSP. Finally, capitalize on the new software that is as of yet unproven, but promises to streamline processes and provide interactive communication not currently available.

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
2024-2025	4

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.

2024-2025:

Most faculty respect and abide by internal deadlines, but occasionally some do not. Thankfully, that only happened a couple of times this year. Another non-compliance issue arose when a PI left the university abruptly with no plan to complete the project. Consequently, a sizeable amount of funding had to be returned to the granting agency. Finally, another PI and Co-PI failed to meet annual objectives due to not communicating well with community partners and consequently, a large amount of money was unspent for that year, and the funds did not roll to the next year. Obviously, the failure to meet deadlines, particularly internal deadlines, is minor compared to the failure to fully spend awarded funds.

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.

2024-2025:

The new software will enable the office to monitor deadlines more easily and to communicate reminders when necessary.

The abrupt departure of a PI is out of the control of this office. However, a PI Compliance Agreement has been created, and PIs are now required to sign it pledging to fulfill all duties as PI. The agreement is

presented to a PI at the time of submission and the tenants of it are repeated at the time of award. Not fulfilling the objectives of a grant proposal jeopardizes the future of funding not only for a particular PI /Department/College, but the university as a whole. The monitoring of fund spending which is tied to goals and objectives will be more thorough and persistent enabled by the Mentor platform to prevent this type of non-compliance in the future.

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

2024-2025:

- Email notifications
- Updating SharePoint
- Attend webinars to learn how to service faculty and staff in more efficient and effective ways
- Provide easy access to information frequently needed

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.

2024-2025:

Email notifications continue to be the primary and most effective method of informing faculty and staff of funding opportunities. SharePoint is lagging behind as a source of information.

My attendance at webinars to learn all I can to provide excellent service to the faculty and staff of this campus is often helpful. The biggest struggle is finding time to attend and to choose the best ones to

attend.

Having frequently requested information all in one place is a good idea that has not taken off. Similar to SharePoint, faculty and staff will have to be trained to use this resource rather than waiting on a response from the ORSP.

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.

2024-2025:

When requests for information come from faculty and staff, continue to direct them to SharePoint until that is the default location. SharePoint is a great resource, but it is not a habit among faculty and staff yet. Ensure that all faculty and staff are aware of the ORSP digital handbook available to them. Stress the importance of new processes, requirements, and the reasons for them.

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.

2024-2025:

Implementation of Mentor software platform currently underway as of July/Aug 2025.

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.

2024-2025:

Expectations are high for the new software, but not having it fully implemented yet prevents analysis at this time.

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.

2024-2025:

Continue to implement and then train faculty and staff to use the platform to improve processes. Eventually coordinate pre- and post- award processes in a more effective way. Coordination between the two is lacking at this time.