

Administrative and Educational Support Report

Office of Research and Sponsored Projects

**Annual Action Plan
Annual Assessment Report**

June 2004 – May 2005



Annual Action Plan: June 1, 2004–May 31, 2005

Unit: Office of Research and Sponsored Projects

UTPA Mission: The University of Texas-Pan American (UTPA) serves the higher education needs of a rapidly growing, international, multicultural population in the South Texas Region. The University preserves, transmits and creates knowledge to serve the cultural, civic, and economic advancement of the region and the state. The University provides students advanced instruction in academic programs offered through innovative delivery systems that lead to professional certification, and baccalaureate, master's and doctoral degrees. Through teaching, research, creative activity and public service, UTPA prepares students for lifelong learning and leadership roles in the state, nation and world community.

Division: Academic Affairs

Unit Head: Tony M. Casas

Unit Mission: The Office of Research and Sponsored Projects (ORSP) is charged with guiding and assisting the university, its component parts, and individual members of the faculty and staff in preparing grant proposals to secure external funding to support the mission of the university and activities related to that mission by:

- Providing information on external funding sources to faculty and staff and assisting in the submission of proposals
- Educating faculty and staff about the compliance of federal and state regulations, ethical principles, and generally accepted practices of sponsored programs
- Maintaining records and providing reports of proposal and award activity

Unit Goal: Change the current organizational structure of the research component to one that reflects the Carnegie Classification of Doctoral/Research University-Intensive level in the next 5 years.

Link to UTPA Goal(s):

- 1: Ensure undergraduate student access and success
- 2: Enhance graduate education and research
- 3: Improve UTPA's organizational effectiveness

Unit Objective (Action Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective (AA-Measurable Objective)	Strategy(ies) to Achieve Expected Outcomes	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY05
Increase the level of external funding (1)	2, 4, 5, 7	Help increase the level of expended research dollars to \$5 million by the end of AY 2004-2005.	<p>Help create opportunities for collaborative endeavors for UTPA faculty across colleges and departments and faculty on other campuses.</p> <p>Engage faculty early in the grant writing process by providing service-oriented engagement through in-</p>	Determine the dollar amount of research dollars expended.	Funding for personnel, software, speakers and workshop materials

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			house workshops. Enlarge ORSP scope of pre-award review to include projects from all divisions and relieve Grants and Contracts Accounting from responsibility for pre-award review.		
		Help increase the number of applications for external funding by 25 percent by AY 2004-2005.	Provide videoconferencing programs on grant writing from SRA, NCURA or other agencies at least once per year. Provide in-house funding opportunities to help faculty “graduate” to outside funding proposals. Provide opportunities for faculty to meet with federal, state, and private funding agencies. Provide funding opportunity alerts, via email and campus mail.	Compare the total number of applications in the shared database for 2004 to 2003.	None

Unit Goal:

Ensure faculty have utilized and are knowledgeable of current sponsored program subscriptions (i.e., SPIN, COS, etc.) while at the same time educate the faculty on the changing environment of the Oracle Enterprise System

Link to UTPA Goal(s):

3: Improve UTPA’s organizational effectiveness

Unit Objective (Action Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective (AA-Measurable Objective)	Strategy(ies) to Achieve Expected Outcomes	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY05
Increase the capability of the staff (2)	7	Have staff attend various Research Administration workshops on-campus and	Make arrangements for staff to attend workshops.	Determine the number of videoconferences, web conferences and off-site	None

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Unit Objective (Action Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective (AA-Measurable Objective)	Strategy(ies) to Achieve Expected Outcomes	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY05
		off.		conferences attended.	

Unit Goal:

Develop and coordinate an ongoing planning, evaluation, and dissemination process to ensure research and scholarly activity compliance

Link to UTPA Goal(s):

3: Improve UTPA's organizational effectiveness

Unit Objective (Action Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome for Unit Objective (AA-Measurable Objective)	Strategy(ies) to Achieve Expected Outcomes	Assessment Criteria, Evaluation Methods for Expected Outcome	New Resources Needed in FY05
Improve research and scholarly activity compliance (3)	7	Increase the number of faculty and staff knowledgeable of human subjects research and responsible research compliance by 25 percent per year over the next five years, then ongoing with new faculty to reach 100 percent compliance knowledge.	<p>Conduct human subjects research workshops twice per year.</p> <p>Conduct general responsible research compliance workshops at least once per year.</p> <p>Create a host of online training modules for compliance training in support of workshops and conferences.</p> <p>Continue quarterly reporting of high risk research activities.</p>	Each protocol requires certification that the researcher has completed the federal on-line training on human subjects research.	Operating funds



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Change the current organizational structure of the research component to one that reflects the Carnegie Classification of Doctoral/Research University-Intensive level in the next 5 years.

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- 1: Ensure undergraduate student access and success
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Unit Objective (Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome	Assessment Criteria, Evaluation Methods	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Increase the level of external funding (1)	2, 4, 5, 7	Help increase the level of expended research dollars to \$5 million by the end of AY 2004-2005.	Determine the dollar amount of research dollars expended.	As reported to The Texas Higher Education Coordinating Board, the Research Expenditure dollar amount for 2004 was \$4.3 million.	Expanded use of the Research Determination Form was useful in tracking research expenditures. More workshops for funding opportunities were held.
		Help increase the number of applications for external funding by 25 percent by AY 2004-2005.	Compare the total number of applications in the shared database for 2004 to 2003.	Estimated increase from 2003 to 2004 total applications is an increase of 20.6 percent (228 vs. 275).	Increased the number of workshops for grant writing.

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Link to UTPA Goal(s): 3: Improve UTPA's organizational effectiveness

Unit Objective (Priority: #1 is highest)	Link to UTPA Objective	Expected Outcome	Assessment Criteria, Evaluation Methods	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Increase the capability of the staff (2)	7	Have staff attend various Research Administration workshops on-campus and off.	Determine the number of videoconferences, web conferences and off-site conferences attended.	Staff members attended each of the ten workshops scheduled from January 2005 to date.	Plans to train staff in a grants management system were delayed because the Oracle Grants Proposal was put on hold and a possible new grants management system is being evaluated. As soon as an electronic grants management system is implemented, the staff is expected to attend the training sessions. The staff is scheduled to attend other Research Administration workshops in the coming FY.

Unit Goal: Develop and coordinate an ongoing planning, evaluation, and dissemination process to ensure research and scholarly activity compliance

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Improve research and scholarly activity compliance (3)	7	Increase the number of faculty and staff knowledgeable of human subjects research and	Each protocol requires certification that the researcher has completed the federal on-line training	100 percent of the protocols submitted to the IRB certify that the researcher has completed	Distribution of a training CD on Human Subjects Research to all researchers is planned for the fall. In

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		responsible research compliance by 25 percent per year over the next five years, then ongoing with new faculty to reach 100 percent compliance knowledge.	on human subjects research.	the required training.	addition, on-campus training is being planned.

Additional Resources Needed (if any) that were requested for FY06 during the budget cycle: Personnel and operating funds