

Administrative and Educational Support Report

**Office of Research Administration
(Includes Office of Sponsored Projects)**

**Annual Action Plan
Annual Assessment Report**

June 2005 – May 2006



Annual Action Plan: June 1, 2005–May 31, 2006

Unit: Office of Research Administration

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:** Dr. Wendy Lawrence-Fowler

Unit Mission: The Office of the Associate Vice President for Research facilitates and expands scholarship, research, technology transfer, and economic development by providing leadership, resources, coordination, oversight and innovation.

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): 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 FY06
(1)	5, 7	Increase the level of research expenditures during AY 2005-2006 by 10% over AY 2004-2005.	Implement the process of “Research Award Determination” recommended by the THECB for all new projects. Engage faculty early in the grant writing process.	<ul style="list-style-type: none"> Total research expenditures. Federal research expenditures. Number of publications and citations. Number of faculty active in sponsored research. 	None.

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			Provide faculty with outside resources for grant writing workshops, compliance workshops, and funding opportunity workshops. (Bring outside speakers to campus.)		Funding for local workshops. Local funding for lunch/snacks.
(2)	5	Increase the level of overall external funding during AY 2005-2006 by 10% over AY 2004-2005.	<p>Provide Videoconferencing programs on grant writing from SRA, NCURA or other agencies at least once per year.</p> <p>Provide in-house funding opportunities to help faculty “graduate” to outside funding proposals.</p> <p>Provide opportunities for faculty to meet with federal, state, and private funding agencies.</p> <p>Provide funding opportunity alerts, via email and campus mail.</p>	Dollars.	<p>Funding for downlink. Local funding for refreshments.</p> <p>Local funding for luncheons with officials.</p> <p>Ongoing funding for database subscriptions.</p>

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):	2: Enhance Graduate Education and Research 3: Improve UTPA's organizational effectiveness

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(3)	5, 7	Undergo training of staff for the Grants Proposal Module of Oracle to help faculty get engaged in learning about the system while also increasing the knowledge of funding opportunities via subscriptions such as SPIN.	<p>Evaluate the upcoming Oracle Grants Proposal Module thoroughly for in-house management tools for ORSP staff.</p> <p>Hold workshops on, SPIN, grant writing, etc.</p> <p>Supply each new faculty member a "Welcome kit" describing the resources available through the ORSP.</p> <p>Create a small team of faculty and staff to evaluate the upgraded Oracle Grants Proposal Module.</p>	Number of people trained.	<p>None</p> <p>Rooms w/ AV hookups, copies and other materials for the workshop</p> <p>Oracle consultant</p>

Unit Goal:	Develop and coordinate an ongoing planning, evaluation, and dissemination process to ensure research and scholarly activity compliance.
Link to UTPA Goal(s):	2. Enhance graduate education and research.

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(4)	5	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 after the new IRB chair is named by the President.</p> <p>Conduct general responsible research compliance workshops at least once per year.</p> <p>Create a host of on-line training modules for compliance training in support of workshops and conferences.</p> <p>Continue quarterly reporting of high risk research activities, namely human subjects research and sponsored projects administration.</p> <p>Continue Award Checklist process established in 2004. The checklist verifies that the PI has read the "Terms and Conditions" of awarded funds.</p>	<ul style="list-style-type: none"> • Number of training sessions. • Number of people trained. • Number of compliance questions. 	Rooms w/ AV hookups, videoconferencing fees, copies and other materials for the workshop



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Link to UTPA Goal(s):
 2: Enhance graduate education and research
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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 external research funding. (1)	5, 7	Increase the level of research expenditures during AY 2005-2006 by 10% over AY 2004-2005.	<ul style="list-style-type: none"> • Total research expenditures. • Federal research expenditures. • Number of publications and citations. • Number of faculty active in sponsored research 	<ul style="list-style-type: none"> • Research expenditures have increased as follows: 1997 – 1,547,000 1998 – 1,664,000 1999 – 1,842,000 2000 – 1,698,000 2001 – 2,279,000 2002 – 2,336,000 2003 – 2,920,000 2004 – 3,747,000 	<ul style="list-style-type: none"> • A change in the workload policy was proposed to the UT System and Board of Regents to change the standard teaching load from 12-12 to 9-9 with 3 – 3 load for research. • The existing

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				2005 – 6,100,000 <ul style="list-style-type: none"> • Number of faculty involved in externally funded activities: • FY 03 – 130 awards, 73 faculty, 334 FTE, 23% of faculty • FY04 – 193 awards • 84 tenure/ tenure track faculty holding grants; number of FTE 362 – 23% 3 Fulbright's 2 post docs • FY05 154 new awards with 66 tenure/tenure track faculty 1 Ford fellowship 2 post docs • We were ranked 374 in 2004; HHS is no longer ranking institutions. 	Presidential /Provost workload reduction for research was honored Fall 2005 and further action will be taken for spring based on System and Regents' actions. <ul style="list-style-type: none"> • Have adopted a research capabilities database to improve tracking – implementation fourth quarter FY 2006 for use beginning FY 2007 • Hosted three on-site meetings with agency representatives; hosted MSIRP '06 conference to showcase UTPA capabilities
Increase external funding. (2)	5	Increase the level of overall external funding during AY 2005-2006 by 10% over AY 2004-2005.	Dollars.	2002 – 16,695,213 2003 – 17,451,499 2004 – 18,908,767 2005 – 20,725,118	Increased by 9.12% Personnel changes in last half of year affected Office of Research and Sponsored Projects

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					(ORSP) services to principle investigators – all proposals submitted were processed in a timely fashion, however there may have been possible funding sources and opportunities missed. New staff was hired and reorganization of the office and services is underway.

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Develop the infrastructure to support higher level of research. (3)	5, 7	Undergo training of staff for the Grants Proposal Module of Oracle to help faculty get engaged in learning about the system while also increasing the knowledge of funding opportunities via subscriptions such as SPIN.	Number of people trained.	<ul style="list-style-type: none"> 0 people trained in ORACLE grants and contracts module due to delays in implementation of the module 152 people attended 15 training sessions or workshops coordinated through Research 	<ul style="list-style-type: none"> Coordinating anticipated training with new Oracle implementation schedule Reorganization of ORSP involves the creation of web and email newsletters for funding resources

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				Administration and ORSP; An additional 350 faculty and staff members attended workshops and sessions at the MSIRP '06 conference in February of 2006.	<ul style="list-style-type: none"> Staff functions have been redefined to more effectively use the resources available to identify funding sources.
				<ul style="list-style-type: none"> 200 people enrolled in SPIN 	

Unit Goal:

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

Link to UTPA Goal(s):

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Strengthen performance assessments and accountability. (4)	5	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.	<ul style="list-style-type: none"> Number of training sessions. Number of people trained. 	<ul style="list-style-type: none"> Individual training sessions have been held with 46 faculty members; IRB chair attended two national training sessions. All Principle Investigators (PI) submitting proposals for external funding involving human 	<ul style="list-style-type: none"> Acquired new training materials for Human Subjects During reorganization, new plan for PI training under development; mandates by UT

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			<ul style="list-style-type: none"> Number of compliance questions. 	<p>subjects have completed training.</p> <ul style="list-style-type: none"> 1 Compliance question – the individual was found in compliance and had up to date training. 	<p>System require additional training in time and effort; acquired training materials developed and distributed by UT System.</p> <ul style="list-style-type: none"> Will be reviewing Responsible Conduct of Research training modules for implementation given resources made available in budget cycle