Research and Sponsored Programs Strategic Plan

Vision
Text Updated: Mar 17, 2003 | Current as of Jul 11, 2007

UWF will become a nationally acclaimed leader in transforming basic research into practical, integrated applications to benefit mankind.

Text Updated: Mar 17, 2003 | Current as of Jul 11, 2007

Mission

Research and Sponsored Programs will facilitate the growth, development, and quality of basic and applied sponsored research and will transfer emerging technologies from that research to the public.


Values
Text Updated: Apr 21, 2003 | Current as of Jul 11, 2007

1. Effectiveness: Producing a high quality product with efficient use of resources.

Text Updated: Mar 17, 2003 | Current as of Jul 11, 2007

2. Efficiency: Completing projects on time and within budget.

Text Updated: Mar 17, 2003 | Current as of Jul 11, 2007

3. Teamwork: Maintaining a positive attitude, encouraging cooperation, lending support and working collaboratively with diverse groups.

Text Updated: Mar 17, 2003 | Current as of Jul 11, 2007

4. Customer Orientation: Recognizing that “customers” are all of the individuals encountered in supporting sponsored research and treating these individuals with courtesy, respect, professionalism and dignity.

Text Updated: Apr 21, 2003 | Current as of Jul 11, 2007

5. Inclusiveness: Fostering an environment of mutual respect and diversity of programs and interrelationships.

Text Updated: Mar 17, 2003 | Current as of Jul 11, 2007

Strategic Goals
Text Updated: Nov 1, 2005 | Current as of Jul 11, 2007

1. Review Research and Sponsored Programs (RSP) operations for productivity, efficiency and service orientation and implement protocol for continuous improvement.

Text Updated: Nov 1, 2005 | Current as of Jul 11, 2007

Strategic Priorities
Text Updated: Jan 10, 2006 | Current as of Jul 11, 2007

1. Identify redundant activity through desk audits and implement procedures to effect change.

Text Updated: Jan 10, 2006 | Current as of Jul 11, 2007

- Accountability Measures
Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

Merge paper files and have staff share central records filing system.

Text Updated: Jan 10, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Created a new centralized file room for printed documents. This significant effort included:

- Combining of Pre- and Post-Award grant files to reduce the redundancy in file storage and copying;
- Development of workflow to promote interoffice quality efficiency;
- Converting SCAC, IRB, Administrative, Seed and Matching files to be housed in central file room; and
- Creating central location for reference materials including cataloging.

Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data Analysis
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

A centralized room for paper documents storage was developed and implemented. Paper files are now kept in an organized system making finding them easier and quicker. Checkout cards simplify locating those files in use by the RSP staff.

Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

2. Review functional activities to identify functions that can be eliminated or streamlined.

Text Updated: Jan 10, 2006 | Current as of Jul 11, 2007
- Accountability Measure Data
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Both internal and external audits were conducted as part of a management review.
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data Analysis
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Workflows are being redesigned based on recommendations made in the audits and management review.
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

3. Create a Web site containing electronic documents that support an external RSP Management Review.
  Text Updated: Jan 10, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Created a simple, limited-access Web site containing hyperlinks to electronic files needed to support the RSP Management Review conducted by UWF Auditing.
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data Analysis
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. The Web site provided hyperlinks to electronic files aiding the auditors in locating and reviewing RSP references, other operational materials during the RSP Management Review.
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

2. Measure the reduction in FIHMC workload.
  Text Updated: Jan 10, 2006 | Current as of Jul 11, 2007

- Accountability Measures
  Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

1. Measure increased oversight related to audit concerns/findings using percentage of manhours as a standard.
  Text Updated: Jan 10, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Both internal and external audits were conducted as part of a management review.
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data Analysis
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Workflows are being redesigned based on recommendations made in the audits and management review.
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

2. Review performance activity and changes in job functions through an external RSP Management Review.
  Text Updated: Jan 10, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Both internal and external audits were conducted as part of a management review.
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data Analysis
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Workflows are being redesigned based on recommendations made in the audits and management review.
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

3. Compare RSP staffing levels with other campuses and their level of sponsored program activity.
  Text Updated: Jan 10, 2006 | Current as of Jul 11, 2007

- Accountability Measures
  Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

As part of an external RSP Management Review, selection of peer and aspirational institutions based on their level of sponsored ...
  Text Updated: Jan 10, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007
1. Both internal and external audits were conducted as part of a management review.
   Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data Analysis
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Both peer and aspirational institutions were selected. Certain data was collected. Analysis is yet to be completed. Workflows are being redesigned based on recommendations made in the audits and management review.
   Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

2. Comparative statistical information on the activity of other selected institutions as they relate to sponsored programs.
   Text Updated: Jan 10, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

Both internal and external audits were conducted as part of a management review.
   Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data Analysis
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Workflows are being redesigned based on recommendations made in the audits and management review.
   Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

4. Measure the cost of service via the actual cost of staffing and establish benchmarks consistent with peer and aspirational institutions.
   Text Updated: Nov 1, 2005 | Current as of Jul 11, 2007

- Accountability Measures
  Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

1. Compare budgeted RSP staff salaries and wages with selected peer and aspirational institutions.
   Text Updated: Jan 10, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Both internal and external audits were conducted as part of a management review.
   Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data Analysis
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Workflows are being redesigned based on recommendations made in the audits and management review.
   Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

2. Compare staffing levels with selected peer and aspirational institutions.
   Text Updated: Jan 10, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Both internal and external audits were conducted as part of a management review.
   Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data Analysis
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Workflows are being redesigned based on recommendations made in the audits and management review.
   Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

5. Continue to provide training and professional development opportunities for all staff personnel, including such activities in annual budget process.
   Text Updated: Nov 1, 2005 | Current as of Jul 11, 2007

- Accountability Measures
  Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

1. Compare current budgeted and actual expenses with those in the prior year.
   Text Updated: Jan 10, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data
  Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Both internal and external audits were conducted as part of a management review.
   Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data Analysis
Accountability Measures

3rd internal and external audits conducted part

Accountability Measure Data Analysis

Workflows are being redesigned based on recommendations and view.

Audit and measure the increase in the complexity of compliance requirements.

Accountability Measures

Review performance activity and changes.

Accountability Measure Data

Both internal and external audits were conducted part

Accountability Measure Data Analysis

Increase the revenue to RSP by strengthening outreach effort.

Strategic Priorities

Measure by reviewing the year-end statistics.
Accountability Measure Data
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. There were 197 research proposals submitted totaling $26,885,741.
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

Accountability Measure Data Analysis
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. When compared with last fiscal year's figures, the dollar amount of proposals submitted fell by 18.58 percent.
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

2. Compare current fiscal year number and amount of awards with prior year.
Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

Accountability Measure Data
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Total awards received for 137 projects were $12,243,663.
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

Accountability Measure Data Analysis
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Awards received increased by $303,442 (2.58% change in dollar amount) or 2.24% in number of awards received.
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

Provide new faculty orientation to grantsmanship.
Text Updated: Nov 1, 2005 | Current as of Jul 11, 2007

Accountability Measures
Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

1. Compare current fiscal year number of RSP forums with prior year.
Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

Accountability Measure Data
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Seven Research and Sponsored Programs Forums on the main campus and two on the Ft. Walton Beach campus were hosted to train PIs and budget officers in current and emerging policies and procedures for grant administration, especially those imposed by OMB.
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

2. Compare current fiscal year number of grant-writing workshops with prior year.
Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

Accountability Measure Data
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. RSP presented four NCURA on-line interactive training programs to discuss current topics, two other on-line workshops, an on-campus workshop on Intellectual Property and four on-campus grant writing workshops.
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

3. Provide improved dissemination of grant opportunities and training of potential PIs.
Text Updated: Nov 1, 2005 | Current as of Jul 11, 2007

Accountability Measures
Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

Compare current fiscal year number of faculty registered in SPIN/GENIUS with prior year.
Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

Accountability Measure Data
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

Provided 32 new inputs into the SPIN system.
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

3. Reduce our current deficit by 10% through greater efficiency and improved revenue streams.
Text Updated: Nov 1, 2005 | Current as of Jul 11, 2007

Strategic Priorities
Text Updated: Jan 10, 2006 | Current as of Jul 11, 2007

1. Identify areas where costs maybe reduced.
Text Updated: Nov 1, 2005 | Current as of Jul 11, 2007

http://upic.uwf.edu/strategic_planning/main.cfm?Print=1&CurrentIDList=0,1,3,251

7/11/2007
Accountability Measures
Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

Compare current fiscal year operating expenditures with prior year.
Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

Accountability Measure Data
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Total expenditures fell by 12.7 percent.
   Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

2. Compare Management Review recommendations with actual activities.
   Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Both internal and external audits were conducted as part of a management review.
   Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data Analysis
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. Workflows are being redesigned based on recommendations made in the audits and management review.
   Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

   Text Updated: Nov 1, 2005 | Current as of Jul 11, 2007

- Strategic Priorities
Text Updated: Jan 19, 2006 | Current as of Jul 11, 2007

Establish long term vision.
Text Updated: Nov 1, 2005 | Current as of Jul 11, 2007

- Accountability Measures
Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

1. Schedule a research retreat with the Board of Directors to identify vision.
   Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. The Research Foundation retreat is rescheduled to Fall 2006. It will revisit vision, mission, bylaws, and policies and procedures.
   Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

2. Establish mission statement.
   Text Updated: Nov 1, 2005 | Current as of Jul 11, 2007

- Accountability Measures
Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

1. Was a mission statement developed?
   Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. The Research Foundation retreat is rescheduled to Fall 2006. It will revisit vision, mission, bylaws, and policies and procedures.
   Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

   Text Updated: Nov 1, 2005 | Current as of Jul 11, 2007

- Accountability Measures
Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

1. Were the by-laws updated?
   Text Updated: Mar 8, 2006 | Current as of Jul 11, 2007

- Accountability Measure Data
Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

1. The Research Foundation retreat is rescheduled to Fall 2006. It will revisit vision, mission, bylaws, and policies and procedures.
   Text Updated: Jul 17, 2006 | Current as of Jul 11, 2007

   Text Updated: Nov 1, 2005 | Current as of Jul 11, 2007
4. Update policies/procedures.
   Text Updated: Nov 1, 2005  |  Current as of Jul 11, 2007

Accountability Measures
   Text Updated: Mar 8, 2006  |  Current as of Jul 11, 2007

1. Were policies/procedures updated?
   Text Updated: Mar 8, 2006  |  Current as of Jul 11, 2007

Accountability Measure Data
   Text Updated: Jul 17, 2006  |  Current as of Jul 11, 2007

The Research Foundation retreat is rescheduled to Fall 2006. It will revisit vision, mission, bylaws, and policies and procedures.
   Text Updated: Jul 17, 2006  |  Current as of Jul 11, 2007

2. Were policies/procedures updated?
   Text Updated: Mar 8, 2006  |  Current as of Jul 11, 2007

5. Maximize and leverage UWF Intellectual Property opportunities.
   Text Updated: Nov 1, 2005  |  Current as of Jul 11, 2007

Strategic Priorities
   Text Updated: Jan 10, 2006  |  Current as of Jul 11, 2007

1. Commercialize viable discoveries.
   Text Updated: Nov 1, 2005  |  Current as of Jul 11, 2007

Accountability Measures
   Text Updated: Mar 8, 2006  |  Current as of Jul 11, 2007

- Analyze and determine the status of marketing and sales of UWF intellectual property.
  Text Updated: Mar 6, 2006  |  Current as of Jul 11, 2007

- Accountability Measure Data
  Text Updated: Jul 17, 2006  |  Current as of Jul 11, 2007

Revisiting Intellectual Property committees and policies and procedures.
   Text Updated: Jul 17, 2006  |  Current as of Jul 11, 2007

2. Establish better rapport with potential creators to encourage entrepreneurial activity.
   Text Updated: Nov 1, 2005  |  Current as of Jul 11, 2007

Accountability Measures
   Text Updated: Mar 8, 2006  |  Current as of Jul 11, 2007

1. Provide new and additional expertise within the University environment to assist creators with intellectual property activity.
   Text Updated: Mar 8, 2006  |  Current as of Jul 11, 2007

Accountability Measure Data
   Text Updated: Jul 17, 2006  |  Current as of Jul 11, 2007

1. Revisiting Intellectual Property committees and policies and procedures.
   Text Updated: Jul 17, 2006  |  Current as of Jul 11, 2007

3. Streamline administration of IP to provide for timely review of discoveries, evaluating commercial product potential, and to maximize marketing of IP.
   Text Updated: Nov 1, 2005  |  Current as of Jul 11, 2007

Accountability Measures
   Text Updated: Mar 8, 2006  |  Current as of Jul 11, 2007

1. Provide a permanent Intellectual Property (IP) committee to review University IP.
   Text Updated: Mar 8, 2006  |  Current as of Jul 11, 2007

Accountability Measure Data
   Text Updated: Jul 17, 2006  |  Current as of Jul 11, 2007

1. Revisiting Intellectual Property committees and policies and procedures.
   Text Updated: Jul 17, 2006  |  Current as of Jul 11, 2007

Resource Needs
   Text Updated: Apr 21, 2003  |  Current as of Jul 11, 2007

1. Enough office, storage, and mechanical space to comfortably house pre- and post-award staff, current and archived records, computers, and other supporting technology needed for day-to-day operations.
   Text Updated: Apr 21, 2003  |  Current as of Jul 11, 2007

2. Adequate financial and human resources to facilitate the operations, training, and backfill needs of the Research division.
   Text Updated: Apr 21, 2003  |  Current as of Jul 11, 2007
Support Services Needs
Text Updated: Dec 13, 2004 | Current as of Jul 11, 2007

1. Presidential and VP support to foster campus environment which rewards (academically, financially, and through recognition) contract and grants procurement and participation.

2. Cooperation and authorization to use electronic information developed throughout the campus to provide a user friendly, fully accessible information environment for users.

3. Cooperation and participation of the University community in the development and implementation of new and revised systems, policies, and procedures necessary to

4. Facilities ability to locate and provide adequate, appropriate space for research activities (administrative and academic).

- Notable Accomplishments

These are the Notable Accomplishments of Research and Sponsored Programs.

- Notable accomplishments for UWF Goal 1: Promote programs and activities, and learning and living environments that encourage the development of individual potential in students, faculty, and staff; communities of learners; and the valuing of lifelong learning

1. In March of 2006, Research and Sponsored Programs held its first Research Celebration honoring UWF’s researchers. Fifty-three (53) people attended the event held at the UWF Conference Center. Those attending included Dr. John Cavanaugh and Dr. Sandra Flake, both of whom made remarks. Forty-six (46) researchers were honored with a plaque and inducted into the Million Dollar Research Club. Two (2) other faculty members were honored with a Distinguished Scholar Award.

2. The Project Directors Manual (PDM) became effective July 1, 2006. This Web publication provides procedures, forms, and references for principal investigators and other faculty and staff in virtually every phase of pre-award proposal development and post-award grant administration. The PDM is indexed and searchable giving users more options for finding desired information. RSP staff continued to make improvements in the accuracy of the information within the manual throughout this fiscal year.

3. Seven (7) RSP Forums on the main campus and two at Ft Walton Beach were hosted training Pis and budget officers in current and emerging policies and procedures for grant admin, especially those imposed by OMB. RSP also presented four NCURA’s on-line interactive training programs to discuss current topics, two other on-line workshops, an on-campus workshop on Intellectual Property and four on-campus grant writing workshops. Two (2) newsletters were published.

4. Outreach is an important part of the RSP plan to improve the customer understanding of procedures and processes used to find and submit proposals and to administer the grants once awarded. Our staff provided 37 one-on-one meetings here on the UWF main campus. They also traveled to the Fort Walton campus to extend this same service and to meet individually with four (4) faculty.

5. In addition to internal outreach, RSP was represented at three events: UWF Day at the Florida Legislature in March, UWF Town Hall meeting held the Fine and Performing Arts Center in April and the Florida Research Consortium’s annual Tech Transfer Conference in Sarasota in May. A speech concerning two of UWF’s pieces of Intellectual Property, QuickScience and iBinder, was also presented at the Tech Transfer Conference.

6. The Institutional Review Board for Human Research Participants Protection (IRB) processed 54 faculty and 41 student applications.

7. The Animal Care and Use Committee (ACUC) processed 1 faculty and 8 student applications.

- Notable accomplishments for UWF Goal 2: Attract and inspire a diverse and talented student body committed to uncompromising academic excellence

1. The Scholarly and Creative Activities Committee (SCAC) awarded 38 Graduate Student Grants, 27 Faculty Grants, and 16 Summer Research Awards. The Distinguished Faculty Research & Scholarly Activities Awards were increased from one (1) to four (4) this fiscal year. The total amount awarded by the SCAC during this fiscal year was $215,632.

- Notable accomplishments for UWF Goal 4: Manage growth and development responsibly through focus on continuous quality improvement of programs and processes

1. Seventy-five (75) principal investigators participated in this fiscal year’s UWF research submittal and award process.

2. There were 197 research proposals submitted totaling $26,885,741.

3. Total awards received for 137 projects were $12,243,663.

4. The total revenue of $16,341,483 is categorized as follow:
   - Federal $13,079,563
   - State and Local $562,033
   - Private $2,699,887