

## **2013-2014 Academic Year Administrative Assessment Report**

### **Office of Research & Sponsored Programs**

#### **Mission Statement**

The mission of the Office of Research and Sponsored Programs (ORSP) is to grow the research enterprise throughout the University with an emphasis on faculty-student research and a focus on securing external funding.

To this end, the ORSP ensures that information, services and support are available to assist faculty and staff to compete successfully for external funding to conduct research and scholarship; engage in creative work; develop curriculum; advance student learning, aid recruitment and retention; and, support campus programming and community outreach.

In addition to external grants and contracts administration, the ORSP administers internal research awards, provides oversight for sponsored programs, and ensures compliance with applicable Federal, State, and University policies and regulations including research involving human subjects. The ORSP provides resources and support for faculty to engage students in research projects and is a source of information for students interested in pursuing research opportunities.

#### **Vision Statement**

The Office of Research and Sponsored Programs will serve as a catalyst and central resource to increase, strengthen and safeguard the research enterprise of the University. A significant percentage of the faculty will have research programs actively supported by external funding. All colleges within Kean University will have robust connections to business, industry, government, non-profits, and other colleges and universities. An undergraduate research center will promote the intellectual development of undergraduates through research, scholarship, creative activities, and pursuit of fellowships.

#### **Goals and Objectives**

A) 2013-2020 Strategic Plan Goal 3: To retain and further attract world class faculty and non-teaching staff

- 1) Objective A.1: To actively assist faculty and staff to identify and successfully secure external funding for their research, scholarship, and programs by providing timely information about funding opportunities and funder priorities, excellent proposal preparation support services, and tools necessary to produce quality, competitive proposals.

- **Data Results**

- 187 pre-qualified announcements of funding opportunities were sent to faculty in FY2014 compared to 192 announcements in FY2013.
- 149 proposals were submitted in FY2014 compared to 106 proposals in FY2013.
- 0 proposals returned at technical review stage.

- **Actions Taken Based on Data Collected**

- Changed ORSP website main page to post links of upcoming grant opportunities, updated monthly.
- Sent pre-summer newsletter to all faculty listing grant opportunities available from June-September.
- Started collecting data on reasons proposals were not submitted after an indication of initial interest by faculty.

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- a) *Responsible Individuals:* Lindy Foreman (CNAHS, NJCSTM, CVPA, Administrative Units) Joseph Cronin (CBPM, CED, CHSS, NWGC) Susan Gannon (University-wide programs)
  - b) *Measures:*
    - i) Provide faculty and staff across all colleges with targeted, pre-screened, timely announcements of viable funding opportunities during AY 2014 and track response rates to establish a baseline.
    - ii) Successfully submit no fewer proposals in 2014 than in 2013, despite decreases and delays in federal budgets, and to have no proposals returned at the technical review stage, the only review stage ORSP has direct control of.
    - iii) Conduct workshops throughout the year covering the funding priorities and proposal schedules of major funders; tools for prospect research; and, research design and methodology expected by major funders.
    - iv) Respond to a stated preference for interdisciplinary research team proposals by major funders, by supporting the development of at least two interdisciplinary teams of researchers who have an opportunity for significant funding and establishing a funding plan during 2014.
  - c) *Timeline with milestones:*
    - i) Funding announcements reviewed and sent daily; responses reviewed quarterly;
    - ii) Actual submissions and forecasts reviewed quarterly
    - iii) Workshops designed and presenters selected in summer for fall semester and during winter break for spring semester;
    - iv) Potential funding programs researched and selected during the summer; potential faculty identified early in the fall semester; meet with faculty during the spring; determine best funding targets and support needed for developing major proposals; document a funding plan by June, 2014.
  - d) *Implementation plan for this objective:*
    - i) During the summer of 2013, Lindy and Joe review major funding programs that strongly encourage interdisciplinary submissions. Lindy and Joe each select several examples and discuss programs and potential faculty with Susan. During the fall semester, Lindy and Joe have initial meetings with faculty to determine interest and best program match. During the spring, meetings with faculty continue to determine what support is needed to develop a competitive proposal/s with a final funding plan for each team ready by the end of the semester.
- 2) Objective A.2: To build a culture of shared responsibility for securing external funding and supporting research opportunities for faculty by working with Deans, Directors, faculty, and staff to identify and support their initiatives.
- **Data Results**
    - Met individually with 6 college deans
    - Identified a total of 7 major proposal possibilities; 3 for NJCSTM/CNAHS, 2 for CED, 1 for CBPM, and 1 University-wide

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- **Actions Taken Based on Data Collected**

- Started collaboration with SESS to develop a calendar-based database of grant opportunities that match faculty research interests.
- Provided NJCSTM Dean with information on prior proposals and KU science faculty research interests and agreed to meet quarterly to plan proposal submissions.
- Submitted “First in the World” university-wide proposal working with CNAHS, CED, and NJCSTM faculty and KU administrators.

a) *Responsible Individuals:* Lindy Foreman (CNAHS, NJCSTM), Joseph Cronin (CED, NWGC) Susan Gannon (University-wide programs)

b) *Measures:*

- i) Identify, develop, and submit a new, major proposal by June 30, 2014 for NJCSTM, CED, and University-wide; and, identify a new funding program for CNAHS, NWGC, and one Administrative Unit.
- ii) Provide quarterly reports to Deans on funding announcements sent, proposals submitted, and funding received for their college.

c) *Timeline with milestones:*

Two major proposal possibilities for each college and one university-wide program are identified by September 1, 2013. Initial meetings are held with the Deans by November, 2013. Programs and faculty who will serve as PIs are identified by January, 2014. Proposals are either submitted or in preparation by June 2014, depending on the individual proposal deadlines.

d) *Implementation plan for this objective:*

Lindy and Joe research, identify and submit specific proposals by college. Susan researches and identifies University-wide proposal opportunities during the summer and discusses with appropriate Deans and with Provost during the fall. Target submission dates are established in early spring. During the summer and fall of 2013, Lindy meets with administrative units with the potential to submit proposals (e.g., Child Care, Counseling Center, Health Services, Veteran’s Services, etc.) to discuss their funding needs and make them aware of potential opportunities for proposal submissions.

- 3) Objective A.3: To provide research development workshops during AY 2014 with content that strengthens faculty/staff ability to compete successfully for external funding, based on an evaluation of areas needing improvement identified by reviewer comments of unfunded proposals.

- **Data Results**

- 25 workshops were held in FY2014, topics covered included funding priorities and proposal schedules of major funders; tools for prospect research; and, research design and methodology expected by major funders.
- 527 total workshop attendance: 355 fall and 172 spring.

- **Actions Taken Based on Data Collected**

- Designed and co-hosted a new semi-annual event, the Graduate College/ORSP Research Roundtable series, which will address research topics of particular interest to NWGC faculty.

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- Planned 10-12 workshops in AY2015, about half the number offered in 2014, focused on funding priorities because attendance at those workshops was the highest.
  - a) *Responsible Individuals:* Susan Gannon, Joseph Cronin (overall schedule and content), Susan Gannon, Joseph Cronin, Lindy Foreman, Brenda Dunlop (prepare and present individual workshops as assigned)
  - b) *Measures:*  
Number of workshops presented; number of registrations; number of attendees; faculty/staff who attended and later worked with ORSP; analysis of attendees' (faculty (full-time/part-time), staff, students) perceived satisfaction with benefit of attending.
  - c) *Timeline with milestones:*  
Fall schedule developed and commitment from presenters by August, 2013; fall workshop rooms booked by August, 2013; promotional materials and website for fall sessions developed by September, 2013; survey of participants sent by December, 2013; spring schedule developed and commitment from presenters by January, 2014; spring workshop rooms booked by January, 2014; promotional materials and website for spring sessions developed by January 2014; survey of participants sent by May, 2014; analysis complete by June 30, 2014.
  - d) *Implementation plan for this objective:*  
Starting in the early summer, based on reviewer comments from proposals, gap analysis of proposal opportunities being missed, initiatives of major funders, results of participant surveys, and discussion with faculty, Susan and Joe develop a theme/focus for workshops to strengthen our ability to successfully compete for external funding. Joe works with outside consultants and Kean faculty to develop content for workshops targeting methods, tools, and research design. Susan works with outside consultants and Kean faculty to develop content for workshops targeting proposal development, collaboration, and match to funders. Lindy develops content for workshops related to private funders and initial prospect research. Brenda develops content for workshops related to grant budgeting and administration. After content for fall sessions is finalized, Susan develops final schedule, student worker reserves rooms, and Mirela and Susan develop promotional materials and website. The process is repeated during winter break for the spring sessions.
- 4) Objective A.4: To implement the widespread use of the new crowd funding platform, Kean LIFT, as an innovative method for increasing support for faculty research and community outreach programs and for student-initiated projects.
- **Data Results**
  - Committee charge developed and Review committee formed
  - 8 campaigns were submitted and reviewed against criteria
  - 2 applications were forwarded to the committee for review
  - 1 campaign was launched during the spring
  - Spring campaign achieved 34% of funding goal

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- **Actions Taken Based on Data Collected**

- Met with director of media internship program and agreed on changes to better support campaign managers.
- Met with President of KU Foundation and agreed that KeanLIFT should be part of the Foundation operations. Will transfer responsibilities to Foundation person selected during summer, 2014.

a) *Responsible Individual:* Susan Gannon

b) *Measures:*

During AY 2014, which is the initial year of this effort, establish a baseline for future planning by tracking number of campaign ideas submitted; number of campaigns approved; number of campaigns meeting funding goals; analysis of funders; analysis of campaign types.

c) *Timeline with milestones:*

Update website to include FAQs and review criteria by September 1, 2013; launch second pilot campaign by September 15, 2013; hold workshop in October, 2013; open applications in October, 2013; first review cycle with committee in November, 2013; establish intern assistance program by December, 2014; meet with student organization groups by December, 2014; conduct second review cycle in January, 2014; hold second workshop in February, 2014; evaluate program by May, 2014.

d) *Implementation plan for this objective:*

Summer 2013: document submission and review process and select 20 people for review committee pool; fall 2013: hold information workshops, publish “how to” and FAQ” pages, meet with Communication faculty to arrange for interns to help with social media, meet with student organization groups, distribute flyers to faculty; spring 2014: launch and monitor campaigns, implement intern assistance program, continue to promote to faculty, staff, and student groups.

B) 2013-2020 Strategic Plan Goal 2: To attract and retain more full-time, first-time undergraduate students, transfer and graduate students

- 1) Objective B.1: To build on the Students Partnering with Faculty (SpF) summer research program, which successfully increased retention rates and GPAs of undergraduate participants, to further grow the research, scholarly, and creative environment at the University focusing on faculty-mentored undergraduate research.

- **Data Results**

- Obtained information from Council on Undergraduate Research about summer research programs at other CUR member institutions.
- Surveyed other university student research websites.

- **Actions Taken Based on Data Collected**

- Worked with Drs. Robert Cirasa, George Chang, and Tiffany Tang to implement a Wenzhou-Kean summer research project in 2014, modeled on Kean’s SpF program.
- Began initial investigation of Clinton Global Initiative, to be completed summer 2104.

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- Added SpF student section to ORSP Facebook page and asked students to upload photos and updates; also added student fellowship and scholarship links.
  - a) *Responsible Individual:* Susan Gannon, Mirela Boariu
  - b) *Measures:*
    - i) new Undergraduate Research site contains information on research opportunities for students both at Kean and other institutions
    - ii) database, or other means to match students interested in research outside the classroom with a faculty mentor, is developed
    - iii) all students who participated in sponsored faculty/student research project also participate in Research Days
  - c) *Timeline with milestones:*
    - i) Develop sitemap in July, design banners and layout visual content by August 2013; update all content by December 2013; launch new undergraduate website in early spring 2014.
    - ii) Design database structure in summer 2013; test to see if it can link to KORRS database of publications in summer 2013; populate new database during summer and fall, 2013; design interface in spring, 2014. Beta launch and test by and of June, 2014.
    - iii) Contact all faculty mentors and PIs in early spring, 2014; contact student research assistants several times during January and February.
  - d) *Implementation plan for this objective:*
    - i) In early summer, Susan and Mirela look at other websites and agree on a design. Mirela obtains software, images, etc. Susan provides Mirela with a content outline, Mirela develops sitemap. By the end of the summer, Mirela completes the shell of the UG Research site ready to test during fall. Content is added and reviewed during the early spring semester. Mirela launches new UG Research site during spring break.
    - ii) During the summer of 2013, Mirela and Brenda merge all electronic database information and paper-based information into a new, comprehensive database. Julie uses the KORRS publications database to cross-reference grants to results. In spring, 2014, Susan meets with Mirela and Brenda to resolve any issues and design user interfaces that allow students to search for faculty research interests and administrators to compile data by college or across the university.
    - iii) In early spring, 2014, Susan and Brenda individually contact all SpF faculty mentors and all sponsored program PI/PD to urge them to ensure participation by their students; all student research assistants receive blast emails throughout spring semester.
- C) 2013-2020 Strategic Plan Goal 1: To locate Kean University as a focal point of ongoing and transformational educational engagement for all by offering undergraduate and graduate (including doctoral) programs that are responsive to local and national needs while building upon our strengths, and utilizing best practice in the disciplines/professions
  - 1) Objective C.1: To ensure that all research activity by faculty and students, sponsored or unsponsored, meets ethical standards; follows federal, state, and university regulations and procedures; and, utilizes best practices for the responsible conduct of research.

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- **Data Results**

- Faculty seminar on research integrity was presented to audience of faculty, staff, and students as part of ORSP workshop series on December 10<sup>th</sup>.

- **Actions Taken Based on Data Collected**

- Development underway on one credit research integrity class which will cover issues ranging from the history of research integrity (including landmark research studies) to the current federal, state, and institutional regulations.

a) *Responsible Individual:* Susan Gannon, Joseph Cronin

b) *Measures:*

Document a procedure during fall, 2013 to ensure all sponsored researchers complete Responsible Conduct of Research (RCR) training; establish a formal tracking procedure by spring 2014 to audit completion of the CITI Responsible Conduct of Research training course.

c) *Timeline with milestones:*

Fall 2013 conduct faculty seminar about CITI course and the university policy. Implement formal system in spring 2014 tracking completed courses by Kean faculty.

d) *Implementation plan for this objective:*

Brenda updates funded project database, which is used to develop a list of faculty and students who should complete the CITI course before they start their funded research programs. Joe informs Brenda of completion of course (or records completion in database). Brenda releases funds after their certificates are received in ORSP.

- 2) Objective C.2: To provide ongoing training and consistent administration of all research involving human subjects (IRB) including recruiting IRB committee members and offering IRB training seminars during AY2014

- **Data Results**

- Revision of IRB policy book in Fall 2013 and reworking of institutional policies to be reflective of changing and evolving federal and state guidelines
- Outreach efforts including twice-monthly seminars, visits to classes and development of workshops for ORSP seminar series
- Implementation of research review committee for Research and Technology courses

- **Actions Taken Based on Data Collected**

- Worked with Bridget Lepore to implement a research review committee for Research and Technology courses. Implemented trial sessions in the fall 2013 and spring 2014. Initial sessions were successful and further attempts will be implemented in the 2014-2015 AY.

a) *Responsible Individual:* Joseph Cronin

b) *Measures:*

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Numbers of new committee members added to IRB for fall 2013; number of workshops conducted by Joe; numbers of educational outreach to classroom by Joe; numbers of attendees at workshops.

c) *Timeline with milestones:*

Fall 2013 conduct twice-monthly seminars covering IRB online application; make visits to classes as requested both at graduate and undergraduate level; repeat in spring 2014.

d) *Implementation plan for this objective:*

Continuing outreach over 2014 AY, update IRB policy book in fall 2013, continue outreach to classes over spring 2014; work with GE faculty to develop guidelines and policy for implementation of research review committee for Research and tech courses. Recruit new cohort of committee members as current members step down.

D) 2013-2020 Strategic Plan Goal 5: To provide world-class external opportunities to members of the Kean University community, thereby widening our community beyond the physical campuses, by substantially augmenting our academic, cultural, economic and community partnerships at three distinct levels: the local; regional and national; and international

1) Objective D.1: To establish collaborative relationships with regional community colleges that increase research opportunities for faculty and students, and increase the number of external funding opportunities available to support research and programming.

- **Data Results**

- 9 meetings were held during the year with Union County College grants office, UCC faculty and UCC administration.
- 1 meeting was held with KU Science and Education faculty and deans, and admissions and transfer staff to draft updates and enhancements to the KU/UCC articulation and joint admission agreements.

- **Actions Taken Based on Data Collected**

- Submitted a collaborative “Title V” proposal for developing a pipeline of UCC students in Kean STEM and STEM Education programs, including articulation agreements and shared faculty professional development.
- Identified two proposals for future collaborative development: “NIH Bridges to the Baccalaureate” and “NSF Computing Education for the 21<sup>st</sup> Century”.
- Agreed to work on updating the KU/UCC articulation and joint admission agreements during FY2015.

a) *Responsible Individual:* Susan Gannon

b) *Measures:*

During fall 2013, establish collaboration with Union County College, because of proximity to Kean and designation as Hispanic-Serving Institution. Track number of collaborative proposals under development; number of faculty involved; how many proposals include student involvement. Repeat in spring with Ocean County College, because of special relationship between OCC and KU.

c) *Timeline with milestones:*



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Visit to Union County College by December, 2013; Visit to Ocean County College March, 2014; grant under development with UCC by March, 2014; grant under development with OCC by June, 2014.

d) *Implementation plan for this objective:*

Susan contacts UCC Grants Director by telephone during summer or early fall 2013 for initial conversation, follow up with visits during fall 2013 and identification by both parties of possible grant opportunities. Susan contacts faculty and determines interest. Process is repeated in spring for OCC Grants office.