

## **ORSP Assessment Report – 2012-2013 Academic Year**

### **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. The ORSP provides leadership and support 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 and care and use of laboratory animals. The ORSP provides guidance and information on University policies and procedures relating to intellectual property and is the liaison office for outside interested parties. 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. The ORSP will contain an active technology transfer enterprise that will serve as a resource for regional advancement and provide a significant funding stream for the University. An undergraduate research center will promote the intellectual development of undergraduates through research, scholarship, creative activities, and pursuit of fellowships.

### **Goals and Objectives:**

**Goal 1:** To ensure that information, services and support are available to assist faculty and staff to compete successfully for external funding to conduct research, write scholarly publications, engage in creative work, improve classroom performance, advance student learning, and support campus programming and community outreach.

Kean University Mission Outcomes 4 and 5  
Strategic Plan Goals 1, 2, 3, 5 and 6

Objective	Data Results	Actions Taken Based on Data Collected
1.1: To provide faculty and staff across all colleges with at least 100 pre-screened, timely announcements of viable funding opportunities during AY 2013.	As of March 31, 2013, 150 funding opportunity announcements had been sent to faculty and staff.	In AY2014, some of these announcements will also be sent separately to an individual faculty/staff who best matches the FOA to see if this increases the response rate.

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**Goal 1 (Continued):** To ensure that information, services and support are available to assist faculty and staff to compete successfully for external funding to conduct research, write scholarly publications, engage in creative work, improve classroom performance, advance student learning, and support campus programming and community outreach.

Kean University Mission Outcomes 4 and 5  
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Objective	Data Results	Actions Taken Based on Data Collected
<p>1.2: To successfully submit 100 proposals totaling at least \$10 million in AY 2013 with no proposals returned without review for non-compliance with guidelines.</p>	<p>The number of proposals submitted in AY2013 will be between 90 and 100. No proposals were returned without review. The dollar amount of proposals submitted will be between \$7 and \$8 million. The lower numbers are partially due to the uncertainty in Federal budgets and reductions in funding resulting in fewer funding opportunity announcements. In addition, faculty interest in submitting proposals seems to have diminished compared to previous years.</p>	<p>The plan for AY2014 includes two objectives designed to increase proposal submissions: developing small, interdisciplinary research teams and working more closely with Deans to identify one major funding opportunity for each college.</p>
<p>1.3: To provide 20 internal research development and funding workshops during AY 2013 that attract at least 200 total attendees; cover topics that support development/enhancement of research programs, identification of funding opportunities, preparation of successful proposals, and training required by federal regulations; and, that are rated as “very useful” by a majority of faculty attendees.</p>	<p>19 workshops were offered during AY 2013. In total, 319 faculty and staff attended these workshops. Two workshops, Crowdfunding and IP102, were rescheduled to AY2014 because of policy and procedure development needs in both areas. Content covered in the AY13 workshops included: Funding Opportunities (7 workshops including NSF, NIH, NEH, NEA, Fulbright, and Internal funding); Research Design, Methodology and Analysis of Data (6 workshops including Intro, Basic and Advanced SPSS, Regression and Advanced Regression, and Research Design and Methodology); Writing (3 workshops including Proposal writing, Writing for Publication, and a Writing/Publishing panel); and individual workshops in Grant Administration, Poster Design, Using the CAVE in Research, using the SPIN database to search for funding for particular research interests or program support.</p>	<p>Results of a survey being sent this month to attendees, Deans, EDs and Chairs, will be available in late May and will be used to tweak the content and schedule of the AY14 workshop program.</p>

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**Goal 2:** To enhance and grow the research, scholarly, and creative environment at the University with a focus on faculty-mentored undergraduate research.

Kean University Mission Outcomes 3, 4 and 5

Strategic Plan Goals 1, 2, 3 and 5

Objective	Data Results	Actions Taken Based on Data Collected
2.1 To create and launch a research news website during the fall semester of 2012 that contains screened, timely resources for students in all colleges including summer research projects, fellowships, internships, and publishing/presenting; to achieve a significant increase in page views through the year; and, to provide a mechanism for students to suggest improvements/additions to the site or content that would better meet their needs.	In October 2012, an undergraduate research & fellowship opportunities page was added to the main research page that links to the Kean home page. <a href="http://www.kean.edu/KU/Undergraduate-Research-Fellowship-Opportunities">http://www.kean.edu/KU/Undergraduate-Research-Fellowship-Opportunities</a> Students are directed to the ORSP undergraduate website <a href="http://orsp.kean.edu/Undergraduate_Research.html">http://orsp.kean.edu/Undergraduate_Research.html</a> which includes links to research, publications, and presentations opportunities as well as a person to contact in the ORSP office. Two UG students contacted ORSP for assistance with fellowship applications.	The AY14 plan includes the update of the entire ORSP website with an expanded undergraduate research site. The objective will include optimizing the sites for search engines and using social media to inform students of the resources available to increase use of the site and resources.
2.2: To expand the ORSP monthly newsletter during fall, 2012, to include reporting of not only funded research but also other research, scholarly and creative activities across campus especially including student/faculty research and to broadly distribute the newsletter to the entire campus community.	Expanded the monthly ORSP newsletter from 1 page to 4 pages. It now includes a student spotlight, research compliance issues, grant administration topics, and current funding opportunities. An email version of the newsletter, with images and links to the full newsletter, is sent to all faculty, staff and students. Print copies are sent to all Deans and EDs as well as to the departments of faculty or students featured in that issue.	Objective is complete. Monthly newsletter will continue to be published in the new format during AY14. Prior issues, with major topics identified, will be available on the ORSP website.
2.3: By the end of AY 2013, to update the Kean Online Record of Research and Scholarship (KORRS) database to include accurate and complete information on all faculty scholarly publications and conference presentations from 2007 through 2012 and to promote and encourage the use of the database for research collaborations among faculty and student identification of potential faculty mentors.	340 publication and conference presentation records were entered based on review of faculty CVs, departmental reports, and in-house publications. Records are searchable and include faculty name, department, college, academic year, type of publication, title and keywords. Complete information, including an abstract can be accessed by clicking on the record. <a href="http://orsp.kean.edu/KORRS.html">http://orsp.kean.edu/KORRS.html</a>	Objective is complete. KORRS database will continue to be maintained and updated. Faculty will be encouraged to directly add records. Database will be publicized on new ORSP and undergraduate research websites.

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**Goal 2 (Continued):** To enhance and grow the research, scholarly, and creative environment at the University with a focus on faculty-mentored undergraduate research.

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Objective	Data Results	Actions Taken Based on Data Collected
2. 4: To add one new event to Research Days 2013 based on input from Kean faculty and administrators, a scan of successful regional events, and incorporating best practices from the Council on Undergraduate Research and other discipline-specific organizations	The Psy.D. Dissertation Symposium and the Assessment Institute poster session were added to RD 2013. Space was reserved for performance/display of creative activities. No registrations were received for performances, screenings, displays, or exhibitions. One registration was received for a demonstration.	During the summer before the start of the academic year we will meet with the Dean of CVPA to develop a plan to include students' creative work as part of Research Days.
2.5: To increase student participation in the oral and poster sessions and overall attendance at Research Days 2013 by at least 10% compared to 2012.	The poster and oral presentations are at capacity using only the STEM building. We reserved Downs and Kean to accommodate presentations of creative work and other programs, such as Nursing, but did not receive registrations.	The focus for RD2014 will be on increasing participation by CVPA students and on increasing attendance at all events. Some initial plans are: include RD on the academic calendar; schedule the event one week later; use social media to directly reach students.

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**Goal 3:** To ensure that information, services and support are available to entrepreneurial faculty; to help University researchers identify and protect intellectual property, and to facilitate the commercialization of discoveries and innovations.

Kean University Mission Outcomes 4 and 5  
Strategic Plan Goals 1, 2 and 3

Objective	Data Results	Actions Taken Based on Data Collected
3.1: To establish and implement procedures during 2012 for the scientific review of discoveries made by faculty that can be applied to various disciplines and that ensure necessary expertise is available at each review step to allow the University administration to make informed, timely decisions about the protection and commercialization of intellectual property.	<p>During AY 2013 obtained information about best practices:</p> <ul style="list-style-type: none"> <li>• joined AUTM (Association of University Technology Managers) to access examples of policies, procedures and draft agreements;</li> <li>• reviewed AAUP (American Association of University Professors) <i>Recommended Principles &amp; Practices to Guide Academy-Industry Relationships</i>;</li> <li>• in February visited Rowan ORSP/Tech Transfer Director and learned how Rowan developed their procedures</li> </ul> <p>Obtained approval for hiring a law intern in April; contacted Seton Hall and posted position</p> <p>Completed first draft of an outline for review criteria and procedure.</p>	Technology Transfer function will be moved to new Dean of NJCSTM in AY14. Will provide these materials to new Dean at that time.
3.2: To establish and implement a policy and procedure for faculty Conflict of Interest regulation during 2012 that promotes objectivity in research and complies with all regulatory requirements and to disseminate this information to all faculty researchers during spring, 2013.	<p>Revised policy to comply with all regulatory requirements in October, 2012. In spring 2013, implemented procedure to have FCOI disclosure and PI Assurance forms signed 24 hours before proposal submission deadline. Updated information on ORSP website to reflect new policy and procedures and link to forms.</p> <p><a href="http://orsp.kean.edu/proposal_submission/Submission_Procedures.html">http://orsp.kean.edu/proposal_submission/Submission_Procedures.html</a></p>	<p>Objective is complete.</p> <p>Will continue to monitor implementation.</p>