2005-2006 :: Sponsored Projects

1. Mission Statement: Office of Sponsored Projects Mission Statement

The Office of Sponsored Projects will promote the mission of The University of Texas at Dallas to advance excellent educational and research programs by:

• Providing researchers resources and education to identify sources of external research funding;

• Guiding researchers through all phases of the proposal development, submittal, award and close-out process; and

• Ensuring the quality and compliance of proposals and applications submitted to sponsors.

2. Objectives:

2.1 Improve data reporting:
Improve the accuracy and timeliness of reporting of proposals submitted and awards granted.

2.1.1 Related Institutional Priority Item(s):
SP-3 More than Double Research Funding; COM-3 Sustain Progress toward Tier One Status in terms of programs, research and faculty quality

2.2 Increase proposals submitted:
Increase the number of proposals submitted to external sponsors by university researchers.

2.2.1 Related Institutional Priority Item(s):
SP-3 More than Double Research Funding; COM-3 Sustain Progress toward Tier One Status in terms of programs, research and faculty quality

2.3 Improve quality of proposals: Improve quality of proposals submitted by university researchers to external sponsors

2.3.1 Related Institutional Priority Item(s):
SP-3 More than Double Research Funding; COM-3 Sustain Progress toward Tier One Status in terms of programs, research and faculty quality

3. Measures & Findings:

3.1 Monthly activity report: Report each month`s proposals and awards posted to OSP website.

3.1.1 Success Criteria: Report will be posted to OSP website in the first week of each month.

3.1.2 Related Objective(s): Improve data reporting

3.1.3 Results Related To Success Criteria: The monthly activity report was not updated consistently in FY06. The level of confidence in the numbers reported in the activity report was low.

3.1.4 Achievement Level: Not Met

3.1.5 Further Action: Yes

3.2 Individuals trained on SPIN Plus: Number of individuals trained to use SPIN Plus research funding database.

3.2.1 Success Criteria:
OSP will conduct monthly SPIN training sessions and promote individualized training sessions with university researchers.

3.2.2 Related Objective(s): Increase proposals submitted

3.2.3 Results Related To Success Criteria:
Two SPIN training sessions were held in April 2006 and some SPIN training was integrated into PI orientation training. These training sessions fell short of the objective for SPIN training in FY06.

3.2.4 Achievement Level: Not Met

3.2.5 Further Action: Yes

3.3 Number of proposals submitted:
Number of proposals submitted to external sponsors in the current FY by university reserachers.

3.3.1 Success Criteria:
400 proposals submitted by university researchers (1 proposal per tenure/tenure track faculty member).

3.3.2 Related Objective(s): Increase proposals submitted

3.3.3 Results Related To Success Criteria: 396 proposals submitted by university researchers in FY06.

3.3.4 Achievement Level: Not Met

3.3.5 Further Action: Yes

3.4 Proposals completing internal quality review: Number of proposals submitted by university researchers which complete an internal quality review process.

3.4.1 Success Criteria: 25% of proposals submitted complete internal quality review

3.4.2 Related Objective(s): Improve quality of proposals

3.4.3 Results Related To Success Criteria:
2 proposals completed internal review in FY 2006 out of 334 proposals recieved (0.6%).

3.4.4 Achievement Level: Not Met

3.4.5 Further Action: Yes

3.5 Award hit rate:
Proportion of proposals submitted by university researchers to external sponsors which receive funding.

3.5.1 Success Criteria: 20% of proposals submitted receive funding.

3.5.2 Related Objective(s): Improve quality of proposals

3.5.3 Results Related To Success Criteria: University researchers received 80 awards based on 396 proposals in FY06, an award rate of 20.7%.

3.5.4 Achievement Level: Partially Met

3.5.5 Further Action: Yes

5. Closing the Loop:

5.1 Improve proposal and award database:
Improve Access database for proposal and award tracking. Investigate other options for proposal and award tracking databases.

5.1.1 Related Objective(s): Improve data reporting

5.1.2 Related Measure(s): Monthly activity report

5.1.3 Responsible Person: Office of Sponsored Projects/Carolyn Ivey

5.1.4 Target Date: 2Q FY07

5.1.5 Priority: High Priority

5.2 Provide SPIN Plus training:
Provide group and individual training to university researchers on the use of the SPIN Plus research sponsorship database.

5.2.1 Related Objective(s): Increase proposals submitted

5.2.2 Related Measure(s): Individuals trained on SPIN Plus; Number of proposals submitted

5.2.3 Responsible Person: Office of Sponsored Projects/Carolyn Ivey

5.2.4 Target Date: 1Q FY07

5.2.5 Priority: Medium Priority

5.3 Create proposal review process:
Create a formal proposal quality review process that will seek to improve the quality of proposals submitted by university researchers.

5.3.1 Related Objective(s): Improve quality of proposals

5.3.2 Related Measure(s): Proposals completing internal quality review; Award hit rate

5.3.3 Responsible Person: Office of Sponsored Projects/Carolyn Ivey

5.3.4 Target Date: 3Q FY07

5.3.5 Priority: Medium Priority

6. Analysis:

6.1 Program/Unit Strengths:

6.1.1 Objectives/Outcomes Exceeded or Met: The Office of Sponsored Projects (OSP) came very close to meeting its goals for the number of proposals submitted in FY06 (proposals submitted = 396 vs. Goal = 400). In addition, the award hit rate for FY06 exceeded the office's goal of 20%.

6.2 Program / Unit Weakneses:

6.2.1 Objectives / Outcomes Partially or Not Met: The Office of Sponsored Projects did not meet its objective to provide accurate and timely reporting on proposals and awards in FY06. In addition, it did not meet its goals in regards to SPIN training provided to university researchers. Finally, the number of proposals undergoing an internal quality review did not meet the goal for FY06.

7. Report:

7.1 Executive Summary:

The Office of Sponsored Projects was able to maintain the minimum expected level of service to researchers at The University of Texas at Dallas throughout FY06. While the number of proposals submitted to external funding sources by researchers reached an all time high and the funding rate for these proposals met the goal of a 20%, the office fell short in several key areas. The office did not maintain a timely and accurate report of proposals and awards. While these numbers are available, they are not transparent and readily available to researchers or administrators. In addition, the office did not provide sufficient training opportunities to university researchers in the SPIN Plus sponsored research opportunities database. It is hoped that such training will help increase the number of proposals submitted by researchers. Finally, the office did not implement a structured proposal review program focussed on improving the quality of proposals submitted to funding agencies. While disappointing these shortcomings provide the Office of Sponsored Projects the opportunity to improve its performance, and the office has developed concrete plans to address the above defficiencies. It is anticipated that these actions will ensure that the office meets its FY07 performance goals and supports the university's goal of becoming a first tier research institution.

7.2 Top 3 Program/Unit Accomplishments:

The Office of Sponsored Projects met its goals for FY06 in the number of awards per proposals submitted and and was very close to its goal for number of proposals submitted.

7.3 Contributions to UTD:

The Office of Sponsored Projects is responsible for reviewing and submitting all applications for external research funding submitted by university researchers. In this capacity, the office provides a critical service to the university and is an integral part of the university's drive to more than double its research funding. In addition to its administrative responsibilities, the office provides training and expertise to researchers on resources to research funding opportunities as well as the funding submission process. The office is also responsible for ensuring that all of the requirements of research contracts are fulfilled by the university and its researchers.

7.4 Top 3 Program / Unit Challenges:

The Office of Sponsored Projects faces several challenges in the new fiscal year. First, it will need to greatly improve its data reporting capabilities to meet the needs of researchers and administrators. Second, additional training opportunities in the SPIN Plus database for researchers will need to be provided to encourage additional proposal submissions. Finally, implementing a structured proposal review process will improve the quality of proposals submitted to funding agencies, which in turn should improve the number of awards per proposal submitted.