



Valdosta State University

Office of Sponsored Programs and Research Administration (OSPRA)

Strategic Plan

OSPRA Mission

The mission of the Office of Sponsored Programs & Research Administration (OSPRA) is to support the university community in the acquisition of external funding and administration of externally funded projects; in the ethical conduct of research; and in developing internal and external research collaborations to advance the mission of the university. The OSPRA balances facilitating extramural sponsorship of research, instruction, and service activities with accommodating the priorities and stewardship expectations of the institution, governmental entities, sponsors, and the public. The OSPRA strives to provide excellent customer service, and, in collaboration with other University administrative offices, continually seeks ways to improve the processes and services the Office provides.

OSPRA Strategic Plan

This strategic plan arises from a planning retreat between the interim Assistant Vice President for Research (AVPR) and the OSPRA staff as well as a strategic planning meeting with the academic deans. The following goals are the strategic pillars for advancing sponsored programs and research administration at VSU over the next six years:

- Increase Faculty Submissions of Grant Proposals and Ultimately the Level of External Funding.
- Improve Support for Faculty on Post-award Grant Administration.
- Successfully Implement the QEP and Undergraduate Research Initiatives through the AVPR.
- Enhance Staff Development in OSPRA.

➤ **Goal 1: Increase Faculty Submissions of Grant Proposals and Ultimately the Level of External Funding**

Objective 1: Increase administrative support in OSPRA for identifying grant opportunities and assisting faculty in the submission of grants.

Objective 2: Increase support for faculty participation in grant writing and proposal development workshops.

Objective 3: Increase funding for Faculty Research Seed Grants (FRSGs).

Objective 4: Set targets for the number of proposal submissions and the dollar value of awards.

Action Steps to Increase the Submission of Grants and External Funding:

1. *Join the Grants Resource Center (GRC) of AASCU to assist in identifying funding opportunities for faculty.*
2. *Collaborate with the GRC to host a proposal-writing workshop on the campus of VSU for S.T.E.M. grants.*
3. *Develop a user's guide in OSPRA and increase faculty database searches of S.P.I.N. (Sponsored Programs Information Network).*
4. *Utilize indirect funds in OSPRA to support faculty travel to grant writing workshops and proposal development institutes.*



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5. *Work with the Council of Department Heads and the Deans' Council to adjust the formula for the distribution of indirects on grants to include a percentage of the funds for OSPRA to support faculty grant-writing activities.*
6. *Hire a full-time employee in OSPRA as a grants development specialist to assist faculty in identifying funding opportunities and to support the submission of grants by faculty and administrators at VSU.*
7. *Collaborate with centers across the campus of VSU to generate grant proposals connected to education, health care, community, and economic development in our region.*
8. *Collaborate with the Division of University Advancement to generate grant proposals for external funding from foundations and corporations.*
9. *Collaborate with the Provost's Office to increase funding by \$30,000 to \$40,000 for Faculty Research Seed Grants in FY2014 and continue to expand in future years. Track the allocation of these funds and the subsequent submissions of grant proposals by faculty.*
10. *Increase the number of grant and contract proposals submitted by at least 25% for each of the next six years and grow annual grant and contract expenditures to more than \$10 million by the end of the six-year period.*

Goal 2: Improve Support for Faculty on Post-award Grant Administration

Objective 1: Improve office-to-office collaboration between OSPRA and the Division of Finance and Administration.

Objective 2: Increase staffing to make OSPRA a pre-award as well as post-award office to support faculty.

Objective 3: Develop training modules for faculty on post-award administrative issues.

Action Steps to Support Faculty on Post-award Grant Administration:

1. *Establish regular communication between the director of OSPRA and the Restricted Funds Accountant in the Division of Finance and Administration to ensure the smooth functioning of post-award grant administration.*
2. *Hire a post-award grant liaison in OSPRA to support faculty in the administration of grants, which will allow OSPRA to be a pre-award and post-award support office for faculty.*
3. *With the hiring of a post-award liaison in OSPRA, establish online training modules to assist faculty in the successful administration of grants and contracts.*
4. *Establish secondary approval in OSPRA of all grant and contract expenditures.*

Goal 3: Successfully Implement the QEP and Undergraduate Research Initiatives through the AVPR

Objective 1: Expand student participation in the campus-wide Undergraduate Research Symposium.

Objective 2: Successfully implement and assess the seven QEP project in Round II of funding.

Objective 3: Write the QEP 5-year impact report with evidence of direct and indirect assessment of student learning outcomes.

Objective 4: After the conclusion of the QEP in 2016, continue to expand undergraduate research opportunities across the VSU campus.



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Action Steps to Implement the QEP and Undergraduate Research Initiatives:

1. *Collaborate with the Undergraduate Research Council and academic departments across campus to increase student participation each year in the April Undergraduate Research Symposium.*
2. *Collaborate with the Director of Institutional Effectiveness to successfully implement and assess the seven QEP projects in Round II of funding.*
3. *The AVPR will draft a QEP progress report in year three of the QEP, which will serve as a foundation for the writing of the QEP Impact Report in the fifth year.*
4. *The QEP Impact Report will be based upon direct and indirect assessments of student learning across the various QEP projects as well as the Undergraduate Research Symposium.*
5. *Continue funding of discipline-based inquiry projects between faculty and students beyond the conclusion of the QEP to demonstrate an ongoing commitment to undergraduate research.*
6. *Collaborate with the Division of University Advancement to fund discipline-based inquiry projects through the capital campaign.*

Goal 4: Enhance Staff Development in OSPRA

Objective 1: Promote office-to-office collaboration.

Objective 2: Support professional development and training opportunities for staff.

Objective 3: Hire and retain talented staff.

Action Steps to Enhance Staff Development in OSPRA:

1. *Collaborate with the Division of Finance and Administration to support faculty on post-award grant administration.*
2. *Collaborate with the Division of Institutional Advancement to pursue foundation and corporate grants.*
3. *Collaborate with the Provost's Office to expand funding for Faculty Research Seed Grants.*
4. *Identify and support travel for OSPRA staff (the director, grants development specialist, and research compliance specialist) to professional development conferences and meetings such as NCURA (National Council of University Research Administrators).*
5. *Identify and support travel for OSPRA staff (the director and grants development specialist) to attend meetings (CUR Dialogues) and proposal development institutes on federal grant opportunities.*
6. *Retain talented staff through these professional development opportunities and ultimately hire a post-award liaison to ensure that OSPRA is a pre-award and post-award office to support faculty.*