

## ADMINISTRATIVE UNIT PERFORMANCE REPORT

Division: Vice President for Research and Graduate Studies Unit: Office of Sponsored Research FY: 1996-1997

Unit Mission	Performance Indicators	Performance Measurements	Measurement Results	Results Utilization
<p>The Office of Sponsored Research will provide services which enhance the ability of faculty to compete successfully for research funding which will enhance the basis of academic programs. In addition the Office of Sponsored Research operations and procedures will promote accountability to the university, state and funding agencies. The Office of Sponsored Research will also 1.) improve post-award service to increase faculty and student satisfaction with Sponsored Research, and 2.) increase the number of grant and contract proposal submissions.</p>	<p>1.a. Provide effective, timely service in the set-up of C&amp;G accounts through limiting OSR's and F&amp;A's processing time from 7 days to 5 days.</p> <p>1.b. Improve the timely submission of deliverables from an average of 30 days late to 0 days outstanding by meeting contract and grant project report specified due dates.</p>	<p>1.a.(1) Determine set-up time for both OSR and F&amp;A through task analysis study and identify outliers.</p> <p>1.a.(2) Developed a methods to facilitate and expedite the negotiation process for routine contracts and subcontracts</p> <p>1.b.(1) Develop a database system to monitor submission of deliverables to funding agencies.</p> <p>1.b.(2) Develop a procedure to reach closure on problem accounts which do not respond to telephone and written inquiries.</p>	<p>1.a.(1) A review of the files showed a 55% decrease in set-up time from 1995 to 1996. Analysis of data shows where problems occur.</p> <p>1.a.(2) Condensing, simplifying and revising routine subcontracts and contracts will expedite the process.</p> <p>1.b.(1) Database deliverable tracking system will allow the tracking of specific process steps and completion of tasks through the software application.</p> <p>1.b.(2) A time driven procedure will propel recalcitrant problem accounts to reach closure.</p>	<p>1.a.(1) Target met. Process in problem areas has been reviewed and modified by altering the data input process, by adjusting the database software input requirements, and through improved document mailing procedures to F&amp;A as of 9/96.</p> <p>1.a.(2) Target met. The basic research contract and subcontract document have been revised and established in a shared database, which has resulted in a substantial reduction of the time to negotiate contracts and subcontracts.</p> <p>1.b.(1) Target met. Implemented database tracking system. Began utilizing system in 11/96.</p> <p>1.b.(2) Target met. An upper level management notification procedure has been developed and implemented informing faculty supervisors of the delinquent action.</p>

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	<p>1. c. Decrease the amount of time required to close completed projects from an average of 2.88 years to 90 days after the project end date. Develop a database system to monitor close-outs and the time to complete the close-out process</p>	<p>1.c.(1). Search old files to determine average amount of time for close-outs by October 1, 1996.</p> <p>1.c.(2). Develop a procedure to monitor contract and grant expenditures upfront rather than at the time of contract close-out</p>	<p>1.c.(1). Average close-out time for 701 accounts was 2.88 years. Analysis will assist in the development of the database monitoring system and allow for any changes of the existing close-out process as needed.</p> <p>1.c.(2). An upfront monitoring system will substantially reduce unallowable expenditures and obviate attempts to handle the problem at the time of close-out.</p>	<p>1.c.(1). Target met. Problem accounts have been identified and the close-out database has been instituted since 12/96 to expedite the close-out process. Completed - goal accomplished.</p> <p>1.c.(2). Target met. A pilot expenditure monitoring system has been developed and approved by OSR and F&amp;A for the university institutes, which will begin on July 1, 1997.</p>
	<p>2. a. Identify different modes of improved information dissemination for funding opportunities.</p>	<p>2.a.(1). Search for different dissemination processes.</p> <p>2.a.(2). Query other universities for preferred systems.</p> <p>2.a.(3). Conduct survey to determine user satisfaction with dissemination process.</p>	<p>2.a.(1). Electronic dissemination preferred by faculty and research associates either by e-mail, website links, or Sponsored Research news letter.</p> <p>2.a.(2). Of Florida SUS universities, 5/6 have a website, all have a news letter, and 2/3 are beginning to offer workshops.</p> <p>2.a.(3). Three faculty surveys were conducted in fiscal year '95-'96. Electronic dissemination and continuation of workshops is preferred.</p>	<p>2.a.(1). Target met. In final stages of creating homepage on internet and Sponsored Research newsletter. Conducted investigation of UCF's capacity for e-mail and distribution of funding opportunities. Evaluated several systems such as COS and InfoEd. Will install SMARTS electronic funding opportunity e-mail system upon receipt. Completed goal-accomplished.</p> <p>2.a.(2). Target met. See 2.a.(1) above</p> <p>2.a.(3). Target met. Determined which methods are feasible for UCF. National Science Foundation workshop scheduled for 10/97. Other workshops will be scheduled.</p>

Unit Mission	Performance Measure	Performance Measurement	Results
	3. Increase the number of proposals by 7% per year.	3a.(1). Determine the number of proposals submitted for 1995-96.	3.a.(1). Target not met. Completed a review and evaluation of strategies for increasing the number of various submissions. Investigation was completed as of 1/1/96. <u>IT WAS DETERMINED TO EXPAND OUR UNIT MISSION TO INCLUDE INCREASING THE NUMBER OF AWARDS AND RESEARCH DOLLARS.</u>
		3a.(2). Catalog the proposal submissions by college/institute and compare with potential for growth in funding.	3.a.(2). Target not met. Provided summer stipends for faculty to work in centers to stimulate collaborative efforts. Awarded planning grants on a competitive basis to facilitate groups with potential for developing multi-disciplinary research centers. (FY 96-97) Completed - goal accomplished