

UCF ADMINISTRATIVE UNIT PERFORMANCE REPORT

Division of Vice President for Research

UNIT NAME: Office of Sponsored Research

FY: 1999-2000

Unit Mission	Performance Indicators	Performance Measurements	Measurement Results	Results Utilization Plan
<p>The Office of Sponsored Research (OSR) will provide services that support the ability of faculty to compete successfully for research funding, thereby enhancing the basis of academic programs at UCF. OSR operations and procedures will promote (1) accountability to the University, State and funding agencies, (2) improved service for increased faculty and student satisfaction, and (3) increased proposal submissions and research awards.</p>	<p>1.a. 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) Develop a revised notification system to more effectively gain faculty compliance, addressing both the schedule and content of messages. 1.a. (2) Develop a method to facilitate receipt of delinquent deliverables.</p>	<p>1.a. [Click here and type]</p>	<p>1.a. [Click here and type]</p>
	<p>1.b. 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.</p>	<p>1.b. (1) Develop a procedure to expedite account close out. 1.b. (2) Implement upfront financial monitoring system to substantially reduce unallowable expenditures.</p>	<p>1.b. [Click here and type]</p>	<p>1.b. [Click here and type]</p>
	<p>1.c. Decrease the amount of time required for internal processing of mailed proposals.</p>	<p>1.c. (1) Standardize a process that minimizes delays and maintains control of submitted proposals. 1.c. (2) Develop a tracking system for pending item approvals.</p>		

	<p>2.a. Increase the amount of federal research funding by 20%/year.</p>	<p>2.a. (1) Determine the top 3 focus areas of research, UCF capabilities in these areas, and develop a plan to support focus areas to improve odds of increasing awards.</p> <p>2.a. (2) Actively seek funding opportunities by determining where funds are available for focus areas.</p>	<p>2.a. [Click here and type]</p>	<p>2.a. [Click here and type]</p>
	<p>2.b. Increase the number of multi-disciplinary proposals by 25%.</p>	<p>2.b. (1) Determine the number of multi-disciplinary proposals received in 1998.</p> <p>2.b. (2) Determine impediments to multi-disciplinary research at UCF.</p> <p>2.b.(3) Develop procedure to actively search for opportunities for multi-disciplinary proposals.</p>	<p>2.b. [Click here and type]</p>	<p>2.b. [Click here and type]</p>

<p>3.a. Improve OSR communication to faculty, for the purpose of minimizing interaction problems/complaints.</p>	<p>3.a. (1) Develop a schedule of workshops/seminars. 3.a. (2) Develop web maintenance/update procedure to be implemented on a monthly basis. 3.a. (3) Develop newsletter. 3.a. (4) Improve monthly/annual reporting and availability of data. 3.a. (5) Initiate "light-hearted" award program.</p>	<p>3.a. [Click here and type]</p>	<p>3.a. [Click here and type]</p>
<p>3.b. Improve OSR, F&A, Purchasing, Dept. interactions concerning subcontract processing and invoices.</p>	<p>3.b. (1) Determine the number and type of problems each area experiences. 3.b. (2) Conduct workshops to correct process problems.</p>	<p>3.b. [Click here and type]</p>	<p>3.b. [Click here and type]</p>
<p>3.c. Improve OSR, F&A, Purchasing, Dept. interactions concerning property issues.</p>	<p>3.c. (1) Determine the number and types of problems each area experiences. 3.c. (2) Conduct workshops to correct process problems.</p>	<p>3.c. [Click here and type]</p>	<p>3.c. [Click here and type]</p>

	<p>3.d. Decrease number of Sponsored Research Exemptions utilized by 25%/year.</p>	<p>3.d. (1) Develop clear guidelines for the appropriate use of exemptions and provide department training.</p> <p>3.d. (2) Monitor department requests for Sponsored Research Exemptions to determine problem areas.</p>	<p>3.d. [Click here and type]</p>	<p>3.d. [Click here and type]</p>
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