

**Report Form A-2**  
**Assessment of Program Outcomes for**  
**Administrative or Educational Support Units**

**Administrative or Educational Support Unit: Research and Development - Research Administration**

**Assessment Period Covered:** FY 2006 – FY 2008

**Instructions:** This form should be used to report on each of your **Outcomes**. Although you may not assess every program outcome every year, you will have a report for each outcome based on the year that it *was* assessed.

- 1. Program Outcome** (What characteristic, skill, behavior, attitude, service, performance, product, system, process, output, etc., did your program intend to offer or enhance?)

**GOAL 3: Increase basic and applied research.**

**OUTCOME 1.** Enhance the research environment and expertise of faculty and staff.

- 2. Strategies Used to Meet Program Outcome** (What did you do?)

- a. Reviewed and made internal recommendations about PVAMU rules and procedures relating to TAMUS research and sponsored program policies.
- b. Identified financial resources that could be used as seed money to initiate research/ sponsored program activities for at least one (1) tenured or tenure track faculty member currently not active in research and/or sponsored programs.
- c. Reinforced the research support infrastructure (i.e., common research laboratory facilities, machine/equipment shop, renovation of Harrington Science Building)
- d. Reviewed the status/number of research and sponsored program activities institution-wide using Fall 2004 as base year to determine activity levels by units.

- 3a. First Measure or Means of Assessment for Outcome above and Criteria for Success**

(How did you determine achievement? Explain the means or measure. e.g. Satisfaction Surveys, Mock Interviews, Activity Evaluations, Focus Group Product, After-Trip Reports, Impact Statements, Internal and/or External Audit, Case Studies, Project Participation Rates, Percentage Increases, Attendance, Completion Rates, Program Reviews, etc.).

- a. TAMUS Policy Reviews
- b. Case Studies by academic colleges and schools and related educational support units
- c. Infrastructure review and status reports completed
- d. Participation/Completion Rates

- 3b. Results/Findings** (How did you do? Summarize assessment data collected.)

- a. All component rules were reviewed for needed updates in PVAMU procedures. An outline of needed changes and updates were recorded. Prepared to post on R&D website.
- b. Identified that the Colleges of Agriculture and Human Sciences, Engineering, and Nursing had access to varied degrees of seed monies through existing funding options and related IDC funds.

Identified limited funds within R&D for use as seed money for limited number (10) of mini-grants to initiate research activities within academic units. Procedures for application for these funds needed updating and disseminated.

Identified the need for a proposal preparation center (material and human resources were needed).

- c. Collaborative activities were continued and/or initiated between Engineering and Agriculture for shared laboratories as applicable.
- d. Proposals were awarded from three new federal agencies over the FY 2004 base year.

**3c. Use of Results** (How did you use the findings, e.g., maintain, improve, change, etc.)

- a. Utilized information from policy review to determine that PVAMU rules and procedures need updating and disseminated. Rules and procedures must be submitted to System Board for review and approval before dissemination. PVAMU/R&D Web site will be primary dissemination format.
- b. Identified research and sponsored program disciplinary foci as categorized by NSF and THECB.

Continuing categorization/prioritization of research and sponsored program activities (e.g., Bio-engineering/technology, community development, technology incubators/transfer, workforce training, biomedical research, international education/curriculum, food and agricultural sciences, natural/environmental sciences, solar physics, health/human/behavioral sciences, etc.) in correlation with the aforementioned categories.

- c. Reinforced continuation of existing activities and supported through collaboration, new proposal submissions, continuation of resource sharing.
- d. Identified representatives for the University Committee on Research (UCOR) from all units and conducted meetings of the Committee thus enhancing interaction among R&D and all administrative units.

4 a-c Deleted.

**5. Documentation** (What is the evidence and where is it located? Give name, location, dates, etc., e.g., Revised Admissions Manual is located in the office of Jane Smith, Director of Undergraduate Admissions; Meeting minutes from June 4, 2006, are located in the office of Dr. James Smith, etc.)\*

- a. List of disciplinary fields recorded in OSP, PVAMRF, VPRD, AVPR via the Intent to Submit form associated with each proposal.
- b. Categories of existing research/sponsored program activities recorded by OSP and PVAMRF
- c. Committee representatives on file in VPRD and AVPR
- d. Copies of proposal awards on file with OSP and/or PVAMRF. Implementation progress reports in office of PI/PD and respective supervisors.

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- 1. Program Outcome** (What characteristic, skill, behavior, attitude, service, performance, product, system, process, output, etc., did your program intend to offer or enhance?)

**GOAL 3. Increase basic and applied research.**

**OUTCOME 2.** Align university research goals with federal, state, and industry goals and needs.

- 2. Strategies Used to Meet Program Outcome** (What did you do?)

- a. Identified federal and state agencies. Identified current research and sponsored program activities funded by each agency.
- b. Reviewed agency and selected industry priority goals and identified possible funding opportunities correlated with each.
- c. Reviewed Regulatory Compliance guidelines for federal agencies related to human/animal participants and bio-hazardous environments in research and sponsored programs for each agency from which PVAMU had funding.
- d. Ensured regulatory compliance committee members were appointed and operational - IRB, IBC, IACUC. Reviewed, revised and updated internal procedures to foster compliance.

- 3a. First Measure or Means of Assessment for Outcome above and Criteria for Success** (How did you determine achievement? Explain the means or measure. e.g. Satisfaction Surveys, Mock Interviews, Activity Evaluations, Focus Group Product, After-Trip Reports, Impact Statements, Internal and/or External Audit, Case Studies, Project Participation Rates, Percentage Increases, Attendance, Completion Rates, Program Reviews, etc.).

- a. Program reviews of federal/state agencies and selected industries completed online.
- b. Case studies of agency program priority goals and those of Texas based private sector organizations were completed for possible correlation.
- c. Compliance requirements of Agencies funding current projects/programs were reviewed to determine correlation and adherence with regulatory compliance requirements.
- d. Funded projects/programs were reviewed for corresponding regulatory compliance.

- 3b. Results/Findings** (How did you do? Summarize assessment data collected.)

- a. Focused on identified federal agencies with HBCU programs. Identified corresponding state agency requirements for pre-submission approval of proposals.

- b. Identified existing funding and amount of funding from each federal agency with HBCU initiatives.
- c. Identified status and currency of regulatory compliance approvals for funded activities.
- d. Reviewed and updated compliance committee membership as needed and corresponding reporting and notifications regarding compliance with federal, state and system requirements.

**3c. Use of Results** (How did you use the findings, e.g., maintain, improve, change, etc.)

- a. Disseminated list of federal agencies with HBCU programs to all academic unit administrators to include agencies with which PVAMU had funding and the amount of funding by agency. Update annually.
- b. Requested that each unit review the Strategic Priority plans for each agency of interest and identify programs that they could/should pursue.
- c. Required updates from funded projects regarding regulatory compliance. Guided all projects to move to internal approval and compliance.
- d. Secured Title III activity to help ensure that regulatory compliance committee members gained basic and/or advanced training and/or review of basic operational/procedural guidance.

4 a-c Deleted.

**5. Documentation** (What is the evidence and where is it located? Give name, location, dates, etc., e.g., Revised Admissions Manual is located in the office of Jane Smith, Director of Undergraduate Admissions; Meeting minutes from June 4, 2006, are located in the office of Dr. James Smith, etc.)\*

- a - b. Copies of agency listings and selected strategic plans are available in Office of VPRD, AVPRD, Research Regulatory Compliance Office, OSP, and/or PVAMRF.
- c - d. Copies of committee members and committee reviews and approvals on file in Office of Research Regulatory Compliance.

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**Assessment Period Covered:** FY 2006 – FY 2008

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1. **Program Outcome** (What characteristic, skill, behavior, attitude, service, performance, product, system, process, output, etc., did your program intend to offer or enhance?)

**GOAL 3. Increase basic and applied research.**

OUTCOME 3. Enhance pre- and post-award services to the University research and sponsored program community.

2. **Strategies Used to Meet Program Outcome** (What did you do?)

- a. Reviewed mechanisms for data reporting of existing and new award activities – grants, contracts - for research and sponsored programs.
- b. Reviewed procedures for pre-award actions - notification of intent, internal processing of grant applications, classification of application by disciplinary field, notification of regulatory compliance category or not, and final actions for submission of proposals for external funding.
- c. Reviewed procedures relating to post-award orientation for PI/PDs, guidance for fund management, including guidance and adherence to regulatory compliance, reporting of progress and adherence to institutional expectations for ALL activities.
- d. Identified mechanisms for development of a resource pool to support acquisition of extramural funding for all programs.

- 3a. **First Measure or Means of Assessment for Outcome above and Criteria for Success** (How did you determine achievement? Explain the means or measure. e.g. Satisfaction Surveys, Mock Interviews, Activity Evaluations, Focus Group Product, After-Trip Reports, Impact Statements, Internal and/or External Audit, Case Studies, Project Participation Rates, Percentage Increases, Attendance, Completion Rates, Program Reviews, etc.).

a-d. Program/process review, case studies, and activity evaluations of pre- and post-award services of OSP and PVAMRF and the Office of the VPRD.

- 3b. **Results/Findings** (How did you do? Summarize assessment data collected.)

- a. Reflections on the Time and Effort committed to data processing for new grant submissions is cumbersome-too labor intensive. Quality of services can be enhanced.
- b. Guidelines for pre-award actions inconsistently utilized. Dissemination of procedures not provided for the campus community nor consistently applied within R&D. Many individuals fail to dedicate the time and effort necessary to successfully complete

proposals for submission in a timely manner, thus personnel extend efforts beyond the normal working day.

- c. Conducted random case studies of proposals prepared for submission and noted variation in use of institutional data needed to document capabilities to implement the plan. Process contributes to reduced success among submissions.
- d. Strategies to support proposal preparation are needed within each unit and/or a centralized resource is needed to foster preparation, processing, and reporting of awards.

**3c. Use of Results** (How did you use the findings, e.g., maintain, improve, change, etc.)

- a. Orientation activities are scheduled and conducted as needed or at least once each month and/or are available via electronic training for awarded PI/PDs.
- b. Resource pool has been identified for proposal preparation at varied levels to include matching/cost sharing funds, release time for faculty, recommendations of compensations for fund acquisition, continuing education through workshops/seminars on proposal writing, certification training opportunities.
- c. Provided guidance for securing accurate information regarding core capabilities of the University and mechanisms for identifying resources within units that support project implementation and thus strengthen proposals for submission.
- d. Identified and planned various seminars/workshops that can be conducted to provide support for proposal preparation. Included introduction to research and scholarly activities in the annual new faculty orientation program.

**4 –c Deleted.**

- 5. Documentation** (What is the evidence and where is it located? Give name, location, dates, etc., e.g., Revised Admissions Manual is located in the office of Jane Smith, Director of Undergraduate Admissions; Meeting minutes from June 4, 2006, are located in the office of Dr. James Smith, etc.)\*

Office of the VPRD and related offices within the unit.

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**University GOAL 1. Strengthen the Quality of Academic Programs.**

**Outcome Supported by R&D:** Increase the number of faculty FTE=s producing research/scholarly and creative works.

- 2. Strategies Used to Meet Program Outcome** (What did you do?)

- a. Collaborated with Academic and Student Affairs units to engage each college/school/organizational unit in annual planning for research enhancement and in an environmental assessment activity. Each activity related to increasing production and quality of Research and Sponsored Program activities.
- b. Initiated identification of the research interest and disciplinary capabilities of ALL professional personnel with faculty status or the equivalent.

- 3a. First Measure or Means of Assessment for Outcome above and Criteria for Success**

(How did you determine achievement? Explain the means or measure. e.g. Satisfaction Surveys, Mock Interviews, Activity Evaluations, Focus Group Product, After-Trip Reports, Impact Statements, Internal and/or External Audit, Case Studies, Project Participation Rates, Percentage Increases, Attendance, Completion Rates, Program Reviews, etc.).

- a. Participation rates
- b. Completion rates

- 3b. Results/Findings** (How did you do? Summarize assessment data collected.)

- a. 50% of identified units engaged in discussion but did not document completion.
- b. 30% completed requested reports

- 3c. Use of Results** (How did you use the findings, e.g., maintain, improve, change, etc.)

- a. Continued to pursue acquisition of participants.
- b. Continued pursuit of data as requested.

**4a – c Deleted.**

5. **Documentation** (What is the evidence and where is it located? Give name, location, dates, etc., e.g., Revised Admissions Manual is located in the office of Jane Smith, Director of Undergraduate Admissions; Meeting minutes from June 4, 2006, are located in the office of Dr. James Smith, etc.)\*

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| <ul style="list-style-type: none"><li>a. Results of discussions included scheduling programmatic workshops and seminars focusing on proposal writing. Record of workshops on file in Office of AVPR.</li><li>c. Identification of capabilities and interest of selected personnel increased capability of the R&amp;D to work with individuals in the identification of grant opportunities. Record of capability statements on file in Office of AVPR.</li></ul> |
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**University GOAL 5: Achieve (and Maintain) Financial Stability.**

**Outcome Supported by R&D:** Increase funded research [and funding for sponsored programs]

- 2. Strategies Used to Meet Program Outcome** (What did you do?)

- a. Reviewed existing research and sponsored program activities, using Fall 2004 as base year,
- b. Categorized existing activities using the THECB disciplinary fields as a guide.
- c. Determined dollar value of research activities.
- d. Determined dollar value of sponsored program activities.
- e. Increased the number of proposals submitted for external support.
- f. Increased the overall level of external support received for research and sponsored programs.
- g. Identified and pursued contract opportunities with governmental and private entities.
- h. Conducted and/or sponsored proposal writing workshops

- 3a. First Measure or Means of Assessment for Outcome above and Criteria for Success**

(How did you determine achievement? Explain the means or measure. e.g. Satisfaction Surveys, Mock Interviews, Activity Evaluations, Focus Group Product, After-Trip Reports, Impact Statements, Internal and/or External Audit, Case Studies, Project Participation Rates, Percentage Increases, Attendance, Completion Rates, Program Reviews, etc.).

a-h. Case studies  
Participation rates

- 3b. Results/Findings** (How did you do? Summarize assessment data collected.)

- a. Coordination among existing programs has been enhanced. No new collaborations identified.
- b. ALL existing programs have been categorized using THECB disciplinary fields.
- c. Dollar value of NEW research and sponsored program awards has been itemized.
- d. Each academic unit did not submit at least one proposal above prior year rate.
- e. FY 07 awards did not increase by 5%.
- f. Did not identify or complete at least three (3) contract opportunities to strengthen industry partners.
- g. Identified need to conduct at minimum of two (2) workshops annually for the

campus on proposal writing and the overall grant writing process.

**3c. Use of Results** (How did you use the findings, e.g., maintain, improve, change, etc.)

- a. Coordination among existing programs has been enhanced.
- b. ALL existing programs have been categorized using THECB disciplinary fields thus increasing the ability of R&D to help identify potential funding opportunities.
- c. Dollar value of NEW research and sponsored program awards has been itemized helping R&D to identify units needing focused attention.
- d. Each academic unit that did not submit at least one proposal above prior year rate was contacted and determination for the lack of participation identified.
- e. FY 07 awards did not increase by 5%. Overall, the same individuals submit proposals and when currently awarded, they do not have the human resources to pursue new awards.
- f. Did not identify or complete at least three (3) contract opportunities to strengthen industry partners. Limited human resources and lack of incentives contributed to failure.
- g. Conducted at minimum of two (2) workshops annually for campus. Responded to small group request for consultation as applicable.

**4a – c Deleted.**

- 5. Documentation** (What is the evidence and where is it located? Give name, location, dates, etc., e.g., Revised Admissions Manual is located in the office of Jane Smith, Director of Undergraduate Admissions; Meeting minutes from June 4, 2006, are located in the office of Dr. James Smith, etc.)\*

Documentation available in the Office of the VPRD and AVPR

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**University GOAL 4: Strengthen Environmental Health and Safety Programs on the Campus.**

**Outcome Supported by R&D:** Prepare and train for business continuity

- 2. Strategies Used to Meet Program Outcome** (What did you do?)

- a. Correlated overall institutional objectives for environmental health and safety with regulatory compliance requirements for research and sponsored program activities
- b. Ensured continued participation by personnel in Environmental Health and Safety on the Institutional Bio-Safety Committee (IBC) to guide coordination and correlation of safe environmental measures.

- 3a. First Measure or Means of Assessment for Outcome above and Criteria for Success**

(How did you determine achievement? Explain the means or measure. e.g. Satisfaction Surveys, Mock Interviews, Activity Evaluations, Focus Group Product, After-Trip Reports, Impact Statements, Internal and/or External Audit, Case Studies, Project Participation Rates, Percentage Increases, Attendance, Completion Rates, Program Reviews, etc.).

- a. Program Review
- b. Participation rates of committee members
- c. Completion of training of ALL relevant personnel consistent with regulatory guidelines.

- 3b. Results/Findings** (How did you do? Summarize assessment data collected.)

- a. Regulatory guide for committee and users needed updating.
- b. Active leadership and/or participation of EHS personnel not consistent.
- c. Documentation of training completed by relevant personnel consistent with regulatory guidelines.

- 3c. Use of Results** (How did you use the findings, e.g., maintain, improve, change, etc.)

- a. Regulatory guide updated and disseminated within the institution to relevant entities.
- b. Active leadership and/or participation of EHS personnel on relevant compliance committee increased.
- c. Documentation of training completed.

**4a – c Deleted.**

- 5. Documentation** (What is the evidence and where is it located? Give name, location, dates, etc., e.g., Revised Admissions Manual is located in the office of Jane Smith, Director of Undergraduate Admissions; Meeting minutes from June 4, 2006, are located in the office of Dr. James Smith, etc.)\*

Documentation of participation and updated guidelines on file in Office of Research Regulatory Compliance.
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