

Contracts And Grants (2006 - 2007)

Filter by:

GOAL: Increase Research & Scholarly Activity

Objective

C&G Staff Development

Develop a professional development program for Contracts and Grants Staff.

Associated Goals: Increase Research & Scholarly Activity

Indicator

Staff Development

Assessment of selected research topics.

Criteria

Professional Development - Staff

C&G Staff attend sponsored research conferences, workshops or network with Peers.

Finding

Staff Development

Staff attended workshops to improve professional competence.

Actions for Objective:

Action

Staff Development

Identify and attend sponsored research training conferences and workshops

GOAL: Increase Research & Scholarly Activity

Objective

Communicate C&G Services To Faculty Researchers

Communicate services provided by The Office of Contracts and Grants to SHSU faculty researchers

Associated Goals: Increase Research & Scholarly Activity

Indicator

Web Page Development

Web page development

Criteria

Contracts & Grants Web Page

Develop and upload a web page that lists services provided, staff contact information and links to helpful award administration information.

Finding

C&G Web Page

Web Page has been developed during 07-08 period that includes relevant C&G information.

Actions for Objective:

Action

C&G Services

Web page developed in 07-08 will provide overview of services to PI's.

GOAL: Increase Research & Scholarly Activity

Objective

Conduct Training Sessions

Conduct training sessions at least once a semester

Associated Goals: Increase Research & Scholarly Activity

Indicator

Conduct Training Sessions

Conduct training sessions.

Actions for Objective:

Action

Contracts & Grants Training

Continue providing training on Contracts & Grants administration at SHSU

GOAL: Increase Research & Scholarly Activity

Objective

Contracts & Grants Handbook

Preparation of Contracts and Grants handbook

Associated Goals: Increase Research & Scholarly Activity

Indicator

Contracts & Grants Handbook

Publication of C&G Handbook.

Criteria

Development of Contracts & Grants Reference

Prepare a handbook to be used as a reference material that provides information on Contract & Grant Process at SHSU

Finding

C&G Handbook

Draft of Handbook prepared in 06-07. Manual to be finalized in 07-08.

Actions for Objective:

Action

C&G Handbook

Finalize handbook on C&G processes and award administration information.

GOAL: Increase Research & Scholarly Activity

Objective

Submit Reports/Invoices

Submit project reports/invoices per contract requirements

Associated Goals: Increase Research & Scholarly Activity

Indicator

Monthly Invoices

Monthly invoicing to granting agencies.

Criteria

Sponsors invoiced monthly

Preparation of monthly invoices to request reimbursement of costs incurred on sponsored projects.

Finding

Monthly Invoices

Monthly invoices were prepared for most sponsors as requested.

Indicator

Quarterly Reports

Quarterly reports to granting agencies.

Criteria

Preparation of Quarterly Reports

Quarterly reports prepared as required by award terms and conditions

Finding

Quarterly Reports

Quarterly reports were filed as required.

Actions for Objective:

Action

Invoice/Report Preparation

Invoice sponsors as per award terms

GOAL: Increase Research & Scholarly Activity

Objective

Training With ORSP

Coordinate Sponsored Research Training with the Office of Research and Special Programs
Associated Goals: Increase Research & Scholarly Activity

Indicator

Training With ORSP
ORSP Administration Trainings

Criteria

C&G and ORSP Workshops
Provide training to Principal Investigators in conjunction with the Office of Research and Special Programs

Finding

Joint training workshop with ORSP
Conducted training workshop for Principal Investigators on internal funded grants

Actions for Objective:

Action

Training with ORSP
Continue training opportunities with pre-award office
