

Assessment Cycle 2024-2025

Sponsored Programs Office

Division or Department: Academic Affairs

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Northwestern Mission. Northwestern State University is a responsive, student-oriented institution committed to acquiring, creating, and disseminating knowledge through innovative teaching, research, and service. With its certificate, undergraduate, and graduate programs, Northwestern State University prepares its increasingly diverse student population to contribute to an inclusive global community with a steadfast dedication to improving our region, state, and nation.

Sponsored Programs Office Mission. The mission of Northwestern State University's Sponsored Programs Office (SPO) is to nurture and grow the sponsored-programs enterprise at NSU in accordance with the University's overall mission. SPO offers faculty assistance in: (a) identifying funding opportunities; (b) developing grant applications for submission to external funding agencies; and (c) implementing funded projects. SPO will work with faculty to encourage the inclusion of undergraduate and graduate students in their sponsored projects and activities.

Methodology: The assessment process includes:

- (1) Data from assessment tools (direct & indirect and quantitative & qualitative) are collected and returned to the director and stored by the director in secure digital format.
- (2) The director and support staff will analyze the data to determine whether the applicable outcomes are met.
- (3) Results from the assessment will be discussed with the appropriate staff and reported to the Chief Financial Officer of Business Affairs.
- (4) Individual meetings will be held with staff as required to address identified concerns.
- (5) The director, in consultation with the staff and senior leadership, will determine proposed changes to measurable outcomes, assessment tools for the next assessment period and, where needed, service changes.

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Service Outcomes

SO1. SPO ensures a collaborative partnership with faculty and administration to increase the number of proposals submitted to external sponsoring agencies. SPO will accommodate 100% of faculty requests for assistance and use funding search databases such as Grants.gov, Grants Resource Center, program websites, etc. to increase the number of proposals submitted. These actions are monitored via Office calendar entries and/or email distributions.

Measure 1.1. SPO complies with the university growth expectations of a 10% increase in proposal submission to external agencies, determined at fiscal year-end.

Finding: Target has been met.

Number of Submitted Proposals		
Fiscal Year	Target	Actual
2019-2020	50	55
2020-2021	55	61
2021-2022	60	50
2022-2023	60	64
2023-2024	66	66
2024-2025	73	76
2025-2026	80	

Analysis.

In AC 2023-2024, the target of 66 proposal submissions during the fiscal year was met. SPO sustained the alliance with a Grants Coordinator from each of the College of Education, College of Business and Technology, College of Nursing and Allied Health, and College of Arts and Sciences. The collaboration between SPO staff and the Grants Coordinators deemed a success because it effectively served as an outreach initiative within departments as a (1) strategic dissemination of funding opportunities and (2) reinforcement of grant writing support from the designated Grant Coordinator and the Sponsored Programs Office.

Although SPO had the capacity to educate faculty/staff on proposal preparations and grant writing skills, we lacked the desired interdepartmental connection needed to identify individuals most likely to engage in applying for and managing external funding. The Grants Coordinators were influential in bridging some of this divide.

Based on the analysis of the AC 2023-2024 results, SPO made the following changes in AC 2024-2025 to drive the cycle of improvement. As funding opportunities arose, SPO solicited funding announcements to Grants Coordinators as well as the Deans and Department Heads before sending the announcement for global distribution on the university's Messenger platform. SPO received a better response rate when sending targeted announcements to departments versus sending multiple opportunities that may or may not suit their departmental needs. SPO experienced a shift in supervision under the new administration from Business Affairs to report directly to the Vice Provost for Academic Affairs.

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As a result of these changes, in AC 2024-2025, the target was met. With increased workloads and cuts to federal government programs, the NSU faculty faced those challenges with perseverance and submitted 76 proposals to external funding agencies.

Decision.

In AC 2024-2025 the target was met. Based on information gathered from analysis of the AC 2024-2025 results, SPO will implement the following changes in AC 2025-2026 to drive the cycle of improvement. SPO will sign up for agency-specific newsletters for updated grant and funding opportunities, work with the Marketing department to develop an informational rack card promoting SPO services and processes for distribution and request to attend Fall departmental meetings to further engage and educate faculty and staff of SPO's resources and support role in grant-related activities. A discussion will be held at the end of June 2026 to determine the overall effectiveness of these implementations designed to increase visibility, nurture a more informed culture across campus, and assess the incorporation of SPO within academic administration.

These changes will provide faculty and staff with tools and resources for effective grant writing and push productiveness in the number of grant submissions, thereby continuing to push the cycle of improvement forward. To comply with the university's growth expectation of a 10% increase, the 2025-2026 target goal will be 80 external proposal submissions.

SO2. SPO ensures an increase in external dollars received from submitted proposals by faculty, staff, and administration.

Measure 2.1. SPO complies with a target goal of 15% increase of external dollars received at fiscal year-end.

Finding: Target has been met.

External Grant Funding Totals		
Fiscal Year	Target	Received
2019-2020	\$5.6m	\$5.6m
2020-2021	\$6.4m	\$8.9m
2021-2022	\$7.4m	\$2.4m
2022-2023	\$2.8m	\$8.5m
2023-2024	\$7.3m	\$20.2m
2024-2025	\$8.4m	\$13.5m
2025-2026	\$9.7m	

Analysis.

In AC 2023-2024, the target was met and exceeded. The Sponsored Programs Office leveraged its partnership with the ULS Research and Grants Content Expert as a promotional tool for soliciting funding opportunity announcements, grant search engine training, and for communicating and encouraging system-wide

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initiatives. Faculty and staff were presented with these valuable resources which resulted in a growth in external funding. There was also an increase in the number of grant recipients securing larger amounts of funding over a multi-year period.

Based on the analysis of AC 2023-2024 results, SPO implemented the following changes in AC 2024-25 to drive the cycle of improvement. SPO provided support to Grant Coordinators with periodically scheduled meetings and/or email correspondence for a needs assessment, solicited training and informative sessions as opportunities arose, and utilized the success of the grant consulting partnership with McIntyre Associates, LLC for communicating and encouraging system-wide initiatives. The grant consultants target federal sponsoring agencies and appropriations which historically are highly competitive but also includes an increased range of awarded funding.

In AC 2024-2025, the target was met. Through collaborative efforts with Merchant & McIntyre, LLC, and the NSU Foundation, the Director participated in standing biweekly discussions regarding potential funding opportunities and identification of faculty focus areas and needs. This partnership has afforded the incorporation of grant pursuits not only in campus academics but also in other vital non-academic areas.

SPO utilized the Grants Coordinators for supplemental support and outreach initiatives as well as to raise awareness of sponsored programs policies and procedures. SPO will work in combination with administration, faculty, staff, and consultants to reach the goal of a 15% increase in external dollars received by the end of the fiscal year.

These changes improved the faculty and staff's availability of grant-related tools and resources needed to increase proposal competitiveness thereby resulting in an increase in external funding dollars.

Decision.

In AC 2024-2025, the target was met. Based on information gathered from analysis of the AC 2024-2025 data, SPO will implement the following changes in AC 2025-2026 to drive the cycle of improvement. SPO will collaborate with Merchant and McIntyre Associates, LLC and faculty to secure future federal funding as well as identify smaller, more obtainable funding opportunities, and solicit agency-specific training and informative sessions as opportunities arise. SPO will include current proposal submissions and active award statuses in the NSU News highlight section of NSU's website on a monthly basis. This information was formerly referenced as the NSU Newsletter, but the delivery was expanded to an external format which resulted in grant-related activities being delivered to a larger audience.

SPO will additionally utilize the Grants Coordinators for supplemental support and outreach initiatives as well as to raise awareness of sponsored programs policies and procedures. By educating faculty on fundamental principles and strategies involved in grant writing, SPO will strive to assist faculty and staff in producing quality, highly competitive proposals. SPO will work in combination with administration, faculty, staff,

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and consultants to reach the goal of a 15% increase in external dollars received by the end of the fiscal year.

These changes will improve the faculty and staff's availability of grant-related tools and resources needed to increase proposal successfulness thereby resulting in an increase in external funding.

Measure 2.2 SPO enforces a 100% internal deadline date requirement on its internal routing form, managed by Office calendar and deadline reminders, thus providing timely review and feedback for quality assurance of proposals with 14 support meetings each fiscal year.

Finding: Target was not met.

Proposal Meetings	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
1 st Quarter	5	3	4	8	6	14
2 nd Quarter	4	4	2	4	4	9
3 rd Quarter	2	7	2	3	4	7
4 th Quarter	1	4	1	6	12	9

Analysis.

In AC 2023-2024, the target was met. SPO promoted the sole use of an electronic version of the routing form to effectively and efficiently monitor sponsored programs activities. The routing form is a required internal form used to secure all administrative approvals before an application is submitted to an external agency. This two-page form is intended to accompany all required proposal materials including, but not limited to, the project narrative, budget, budget justification, and cost-sharing contributions. It gives internal reviewers and approvers relevant information about the investigators, proposed project, required resources, and the funding agency. Enforcing the use of this electronic format has lessened the response time required to obtain administrative signatures, improved response time for corrective actions, and effectively secured copies of all necessary documentation required for administrative approvals.

Based on the analysis of the AC 2023-2024 results, SPO made the following changes in AC 2024-2025 to drive the cycle of improvement. SPO increased the proposal opportunity meeting goal to 14, joined forces with Grants Coordinators to advocate the significance of the electronic SPO routing form to efficiently monitor sponsored programs activities, and explained the advantages of completing the internal Notice of Intent (NOI) form. Collected information from these forms aided SPO in ensuring the applicant's proposal met eligibility requirements, was responsive to the agency's guidelines, and met the agency's deadline for submission.

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In AC 2024-2025, the target was not met. While the quantity of support meetings was exceeded, SPO was only successful in satisfying 99% of the deadline expectation. During the second quarter of the fiscal year, eleven (11) faculty and staff prepared proposal submissions for the Louisiana Board of Regents Departmental Enhancement Program. Despite setting internal benchmarks allowing sufficient time for SPO to review applications, four (4) of those proposals were not provided in a timely manner. As a result, one application was not submitted to the LA Board of Regents within the absolute deadline timeframe. Through an undesirable incidence, the reasoning behind adhering to internal processes was realized. Internal processes are in place to make certain that SPO can designate sufficient time to review the agency guidelines, review the proposal application and provide feedback, secure administrative approvals, and submit the application within the deadline timeframe.

These changes improved relationships with faculty, reaffirmed the role each of these SPO-specific forms play in adhering to deadlines and producing competitive proposals for submission to external agencies, thereby continuing to push the cycle of improvement forward.

Decision.

In AC 2024-2025, the target was not met. Based on information gathered from analysis of the AC 2024-2025 data, SPO will implement the following changes in AC 2025-2026 to drive the cycle of improvement. SPO will increase the proposal opportunity meeting goal to 16, foster a collaborative and supportive culture with open communication and explanation of the rationale of processes, and utilize mixed communication channels to highlight the importance of the overall proposal submission process.

Establishing clear communication channels and expectations, leveraging technology and available lines of communication, and providing development opportunities will foster a culture filled with collaboration and support. These changes will assist SPO in its committal to have 100% of internal deadlines met as well as those established by external funding agencies to continue to push the cycle of improvement forward.

SO3. SPO promotes collaboration and disseminates opportunities among departments for institutional-wide projects and proposals.

Measure 3.1. SPO will monitor attendance and participation of collaborative focus groups supporting institutional-wide projects and/or proposals for a minimum of 5 opportunities annually.

Finding: Target was met.

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Collaboration Sessions	2019/20	2020/21	2021/22	2022/23	2023/24	2024-25
1 st Quarter	2	2	0	3	2	2
2 nd Quarter	0	2	0	2	0	2
3 rd Quarter	0	3	3	1	1	2
4 th Quarter	2	0	2	2	2	3

Analysis.

In AC 2023-2024, the target was met. SPO staff identified and discussed funding opportunities with administration and the external grants consultants' group and used this information to establish collaborative focus groups among the academic disciplines. The goal of these collaborative efforts is to strengthen the competitiveness of proposals by the inclusion of cross-discipline alliances that result in more comprehensive, innovative, and compelling proposals.

Based on the analysis of the AC 2023-2024 results, SPO made the following changes in AC 2024-2025 to drive the cycle of improvement. SPO indicated to Deans, Department Heads, Grants Coordinators, faculty and staff that collaborations, even interdisciplinary, can increase credibility to funders. Instead of competing for separate funding and relying on one area of expertise, colleagues can emphasize to funders that they are actively working together and combining their resources to fill service gaps to create impactful and purpose-driven proposals.

In AC 2024-2025, the target was met. SPO distributed funding opportunities with potential institutional-wide impact and proposed to Deans, Department Heads, and Grant Coordinators the benefits of collaborations not only within the university but community partners as well. The involvement of stakeholders such as community members, program staff, and partner organizations result in a more comprehensive proposal, shared pool of resources to increase the chances of success and sustainability, increased credibility, and expanded reach and impact.

The changes applied improved faculty and staff's awareness of collaborative efforts to maximize resources, thereby continuing to push the cycle of improvement forward.

Decision.

In AC 2024-2025, the target was met. Based on information gathered from analysis of the AC 2024-2025 data, SPO will implement the following changes in AC 2025-2026 to drive the cycle of improvement. SPO will work closely with the external grants consultant group to identify networking opportunities, emphasize the benefits of improving collaborative skills on projects, and involve the university appointed Grant Coordinators from each respective college to report on academic climate. SPO will meet with Grant Coordinators quarterly and plan to increase the number of collaborative-based focus groups to 7.

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The changes outlined will improve SPO visibility and outreach to the university and demonstrate the significance of collaboration, thereby continuing to push the cycle of improvement forward.

Measure 3.2. SPO will achieve a target goal of a 30% return rate with 80% of participants at 100% Satisfaction or better. Survey is administered at the end of Spring semester.

Finding: Target was not met.

	2019-20	2020-21	2021-22	2022-23	2023-2024	2024-2025
	*No survey	*No survey	*ineffective response return	* 23 responses	*11 responses	*No survey
Response Time to Questions	N/A	N/A	N/A	52% Strongly Agree	72% Strongly Agree	N/A
Satisfied Responses	N/A	N/A	N/A	N/A	N/A	N/A
Increased Skills/Knowledge	N/A	N/A	N/A	52% Increased	N/A	N/A
Quality of Information	N/A	N/A	N/A	52% Excellent	63.6% Excellent	N/A
Overall Quality	N/A	N/A	N/A	48% Excellent	72.7% Excellent	N/A

Analysis.

In AC 2023-2024, the target was not met. The rating scale for the quality of SPO services was revised to provide a choice of Poor, Satisfactory, Good or Excellent. Response rate was low but 63.6% of surveyors indicated an Excellent rate for the quality of information gained from interactions with SPO. 72% Excellent rate was reported for the quality of information provided by SPO. The response rate declined from FY 2022-2023 to FY 2023-2024.

Based on the analysis of the AC 2023-2024 results, SPO made the following changes to drive the cycle of improvement. To increase survey participation, SPO proposed that Deans and Department Heads encourage their faculty and staff to complete the survey, distributed an Evaluation survey following SPO sponsored workshops/webinars and in mid-April, and intended to recalculate the method of determining a target goal and response rates.

In AC 2024-2025, the target was not met. With the reduction in survey participation, SPO prioritized ensuring faculty and staff were accommodated with full proposal review and support to meet clearly communicated internal and external deadlines. SPO experienced a higher volume of proposals, and a Satisfaction Survey was not submitted. SPO was unable to analyze this measure to determine its effectiveness and nor evaluate a desirable distribution frequency.

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These changes will be revisited as a means of improving SPO's method of delivering valuable information to its faculty and concluded what services are most desirable, thereby continuing to push the cycle of improvement forward.

Decision.

In AC 2024-2025, the target was not met. Based on information gathered from analysis of the AC 2024-2025 data, SPO will implement the following changes in AC 2025-2026 to drive the cycle of improvement. SPO will examine the validity of the survey through the posed questions and intended responses, actively communicate how the survey results will be used to make improvements and demonstrate a commitment to valuing the feedback. The purpose of this survey is to help provide data to measure SPO's accountability in providing the faculty and staff with service-related resources needed throughout the pre-award process. SPO will increase the frequency of distribution of surveys following trainings and workshops and send an evaluative survey in mid-April of 2026.

These changes will improve SPO's capacity for determining performance successes as well as identifying areas requiring improvement thereby continuing to push the cycle of improvement forward.

SO4. SPO will ensure opportunities for quality professional development for faculty and staff.

Measure 4.1. SPO will comply with a minimum of 13 professional development opportunities for faculty annually.

Finding: Target was met.

Faculty/Staff PD Workshops/Webinars	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
1 st Quarter	6	4	3	6	2	5
2 nd Quarter	0	3	8	1	2	4
3 rd Quarter	0	2	5	0	1	14
4 th Quarter	1	1	10	3	7	1

Analysis.

In AC 2023-2024, the target was met. SPO reduced the target number of professional development opportunities and actively communicated professional development opportunities with faculty as they arose. When available, SPO distributed timely notifications and reminders through Messenger and group emails of the opportunities especially those that required pre-registration of the event.

Based on the analysis of the AC 2023-2024 results, SPO implemented the following changes to drive the cycle of improvement. SPO frequently advised faculty and staff to navigate external funding sources websites to view webinars and training to

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familiarize themselves with the agency's resources and to identify if their project aligns with the mission of the agency. Although guided by SPO, those individual professional development opportunities are incapable of being tracked.

In AC 2023-2024, the target was not met. SPO communicated the availability of professional development opportunities and the possibility of some being recorded for later previewing. SPO staff increased the target goal to 13 professional development opportunities for faculty and staff. Personnel transitions led to the promotion of the Associate Director to Director and the introduction of a learning curve for a Sponsored Programs Coordinator. SPO demonstrated effective communication through emails and Messenger announcements of professional development opportunities as they arise, increase university-hosted trainings sessions on SPO policies/procedures and proposal writing tips, and encourage participation with timely notifications and reminders.

SPO secured an InfoEd/SPIN webinar for faculty and staff to receive specialized training on the use of the web-based database that helps researchers locate funding opportunities through grants, fellowships, and other funding opportunities from various private, state, and federal sponsors. A survey request was shared with all participants. Among the minimal response rate, 100% of the respondents were Very Satisfied with the overall training session, 67% were confident about navigating the SPIN database, and 100% were interested in attending more sessions related to this topic.

These changes improved faculty's competencies and provided them with tools, resources, and knowledge, thereby continuing to push the cycle of improvement forward.

Decision.

In AC 2024-2025, the target was met. Based on information gathered from analysis of the AC 2024-2025 data, SPO will implement the following changes in AC 2025-2026 to drive the cycle of improvement. SPO staff will increase the target goal to 15 for the next fiscal year. SPO will offer individual, or group training involving internal processes and grant writing tips and capitalize on the partnership with Merchant & McIntyre to offer a grants training workshop focusing on more advanced grant-related topics.

These changes will improve SPO's ability to educate its faculty on available resources and nurture the sponsored programs enterprise, thereby continuing to push the cycle of improvement forward.

Measure 4.2. SPO staff will participate in a minimum of 17 professional development sessions to advance their professional knowledge base.

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Finding: Target was met.

Professional Development for SPO	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
1 st Quarter	5	15	4	2	3	8
2 nd Quarter	2	11	3	5	2	11
3 rd Quarter	4	13	5	2	8	7
4 th Quarter	2	4	6	11	16	6

Analysis.

In AC 2023-2024, the target was met by SPO participating in job specific training from well-established funding sources as well as recently discovered funding agencies. Following last year's surge in the presentation of professional development sessions through virtual platforms, SPO's staff met the target goal and increased their knowledge base and ongoing learning practices. Changes to online submission databases occur regularly, so it is imperative to attend training sessions to stay abreast of the requirements and regulations of federal, state, and private agencies.

Based on the analysis of the AC 2023-2024 results, SPO made the following changes in AC 2024-2025 to drive the cycle of improvement. SPO staff participated in professional development informational sessions from varying sponsoring agencies of federal, state, and private sectors to remain informed of policy changes and program updates.

The Director participated in the one-day 2025 Grants Resource Center (GRC) Virtual Funding Summit held in April 2025 which addressed the latest on funding opportunities and policy updates identified in the following sessions:

"Welcome Address and Federal Update,"

"Private Funding in the Social Sciences,"

"Using AI to Navigate the New Normal in Sponsored Programs,"

"Private Funding in the Life and Physical Sciences,"

In AC 2024-2025, the target was met. The Sponsored Programs Office plays a pivotal role in facilitating the management of grant related activities. Its primary function is to support researchers, provide oversight and act as intermediaries between researchers and the funding agencies. Specifically, SPO supports grant proposal development, review, and submission; award receipt and negotiation; and provides the post-award department with required documentation to implement the funded project. To help ensure compliance, financial viability, and successful project outcomes, SPO must continuously remain current on policies and procedures of federal, state, and private sponsoring agencies. This requires participation in training sessions and reviewing Request for Proposals for each proposal submission to varying agencies.

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These actions improved SPO's understanding of funding agencies' guidelines which are then shared with faculty and staff thereby continuing to push the cycle of improvement forward.

Decision.

In AC 2024-2025, the target was met. Based on information gathered from analysis of the AC 2024-2025 data, SPO will implement the following changes in AC 2025-2026 to drive the cycle of improvement. SPO will increase its enrollment and participation in professional development endeavors to 20. As a centralized service office, SPO must remain current with modifications in grant administration systems and program regulations. SPO will attend professional development sessions as availability is announced. As funding opportunities are identified, SPO will research the agency guidelines to ensure to increase the competitiveness of proposal submissions.

These changes will improve SPO's ability to collaborate with investigators, other campus divisions, collaborating organizations, and sponsoring agencies, thereby continuing to push the cycle of improvement forward.

Comprehensive summary of key evidence of improvements based on analysis of results. SPO made several conclusions after reviewing the results of data analysis in AC 2023-2024 which resulted in improved faculty and staff involvement in external funding initiatives and increased SPO partnerships in AC 2024-2025.

Increased Grant Proposals

Moved forward with the collaboration with Grants Coordinators to push productiveness in grant submissions. This interdepartmental outreach encourages grant writing within departments and strengthens proposal preparation and submission

- (1) solicited funding announcements to Grants Coordinators, Deans, and Department Heads prior to sending announcements for global distribution on the Messenger platform
- (2) targeted announcements to most appropriate departments to improve applicability and responsiveness
- (3) experienced a shift in the organizational chart and began reporting directly to the Vice Provost for Academic Affairs
- (4) increased the target goal for number of proposal submissions to 73

Increased External Dollars

To improve faculty's knowledge of available internal and external resources thus increasing the number of competitive proposals needed to secure financial support.

- (1) provided support to Grant Coordinators with periodically scheduled meetings and/or email correspondence for a needs assessment
- (2) solicited training and informative sessions as opportunities arose
- (3) utilized success of the grant consulting partnership with Merchant & McIntyre Associates, LLC for communicating and encouraging campus-wide initiatives
- (3) increased proposal opportunity meeting goal to 14

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Enforced 100% Internal Deadline Adherence

- (1) joined forces with Grants Coordinators to emphasize the significance of the electronic SPO routing form to efficiently monitor sponsored programs activities
- (2) described the advantages of completing the internal Notice of Intent form as the completion of both forms aided SPO in ensuring eligibility requirements, external agency deadlines for submission.

Promoted Collaboration and Disseminate Opportunities

Pushed forward with another year of monitoring the success of these goals:

To improve the faculty's ability to receive numerous benefits from grant writing projects and initiatives.

- (1) advocated to Deans, Department Heads, Grant Coordinators, faculty and staff the impact of collaborative efforts, even interdisciplinary, to increase credibility to funders
- (2) encouraged multidisciplinary proposals in an effort to combine resources to create impactful and purpose-driven proposals

Measured participants feedback throughout the fiscal year.

Proposed that Deans and Department Heads encourage faculty to complete surveys to increase the response rate for effectiveness

Distribution of Survey

- (1) distributed Evaluation surveys following an SPO hosted webinar or workshop and overall Satisfaction survey in mid-April
- (2) assessed methods of determining a target goal and response rates

Quality Professional Development

To improve the faculty's competency in their fields.

- (1) advised faculty and staff to navigate external funding sources websites and training to raise awareness of the agency's resources and to identify if their project aligns with the mission of the agency
- (2) increased faculty and staff professional development offerings to 13
- (3) participated in professional development informational sessions from varying sponsoring agencies of federal, state, and private sectors to remain informed of policy changes and program updates
- (4) increased SPO professional development sessions to 17

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Plan of action moving forward: SPO examined the results of data analysis from AC 2024-2025 and will take actions to continue to improve the sponsored programs enterprise in AC 2025-2026.

Increase in Grant Proposals

- (1) sign up for agency-specific newsletters for updated grant and funding opportunities
- (3) partner with the Marketing department to develop an informational rack card to promote SPO services and processes for distribution
- (3) request inclusion at the Fall departmental meetings to raise awareness of our available resources
- (4) increase the target goal for number of proposal submissions to 80

Increase External Dollars

To improve faculty's knowledge of available internal and external resources thus increasing the number of competitive proposals needed to secure financial support.

- (1) collaborate with Merchant & McIntyre to secure future federal funding as well as identifying other viable funding sources
- (2) solicit agency-specific training and informative sessions as opportunities arise
- (3) include current proposal submissions and active award statuses in the NSU News on the university's website to recognize active grant writing faculty and departments

Enforce 100% of Internal Deadline Adherence

- (1) increase the proposal funding opportunity meetings to 16
- (2) foster a collaborative and supportive culture with open communication and explanation of the rationale of internal processes
- (3) utilized mixed communication channels to highlight the importance of the overall proposal submission process

Promote Collaboration and Disseminate Opportunities

Push forward with another year of monitoring the success of these goals:

- (1) partner with NSU Foundation and Merchant & McIntyre to identify networking opportunities on initiatives
- (2) highlight the benefits of improving collaborative skills on projects such as increased credibility, expanded reach and impact, more comprehensive proposal, and shared pool of resources to increase the chances of success and sustainability
- (3) involve Grant Coordinators from each respective academic college in reporting changes in focus of the academic climate

To measure participants feedback throughout the fiscal year.

- (1) examine the validity of the survey through the proposed questions and intended responses
- (2) communicate through mixed channels how survey results will be used to make improvements and demonstrate a commitment to valuing the feedback by incorporating feasible changes

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Distribution of Survey

- (1) increase the frequency of distribution of surveys following trainings and workshops
- (2) solicit an evaluative survey in mid-April of 2026

Quality Professional Development

To improve the faculty's competency in their fields.

- (1) increase faculty and staff professional development offerings to 15
- (2) offer individual and group training involving internal processes and grant-writing guidance
- (3) partner with the grant consultants' group to offer a grant writing workshop focused on more advanced grant-related topics
- (3) increase SPO professional development sessions to 20