

Grant Development Office



2019

ANNUAL REPORT OF PROGRAM DATA



UNIVERSITY of HAWAII®
KAUA'I
COMMUNITY COLLEGE

Program: **Grant Development Office**

At a minimum, each program or unit Annual Program Review Update shall include measures described in [UHCCP 5.202](#). Additional measures may also be used for program or unit assessment.

1. Program Description

Program or Unit Mission Statement

Grant Development seeks to engage students, faculty and staff in new and on-going, innovative programs and projects that enhance the teaching capabilities of the college, while offering opportunities for student engagement and employment. Grants for the College support the UH Strategic Directions and UHCC/KCC Strategic Goals.

Part I. Program Description

Program: **Grant Development Office**

Date of Last Comprehensive Review	N/A
Date Website Last Reviewed/Updated	10/1/2019
Target Student Population	Campus-wide plus high schools
External Factor(s) that Affected the Program or Unit	<p>There was no interest from KCC personnel to apply for Office of Hawaiian Affairs grants, State funding, and little interest in foundation funding.</p> <p>Federal grant submissions added new paperwork such that the GDO is now responsible for both MyGrant and Grants.gov or Fastlane submissions before ORS can approve and authorize any completed proposals, adding additional time for grant submission after the proposal is approved internally.</p> <p>Providing details on available grants is very time consuming since the University does not subscribe to any centralized service, so campus-wide grant announcements went from twice a month to once a month on the 15th of each month.</p> <p>Two grants were submitted by individual PIs and not through the UH System thereby delaying grant implementation and disbursement of funds, and requiring post-award entry into MyGrant.</p>

2. Analysis of the Program

Strengths and weaknesses in terms of demand, efficiency, and effectiveness based on an analysis of the Quantitative Indicators. CTE programs must include an analysis of Perkins Core indicators for which the program did not meet the performance level. Include Significant Program Actions (new certificates, stop outs, gain/loss of positions, results of prior year's action plan).

Include the Annual Review of Program Data (ARPD; all [Instructional programs](#) and [Academic Support](#) programs - Library, Technology Resources, Testing Center, Tutoring, and Financial Aid), program-developed metrics (Institutional Effectiveness programs, Office of Continuing

Program: **Grant Development Office**

Education and Training, campus committees), or metrics required by [UHCCP 5.202](#) that are not provided as ARPD ([Administrative Service](#) programs and some Student Support [programs](#)) under review in table format below (EP 5.202 and UHCCP 5.202).

The Overall Program Health is Select Health Call.

Describe and discuss demand, efficiency, effectiveness, and overall health categories. What has been the trend over the past three years in each of these categories? What factors (internal or external) may have contributed to the program or unit health categories? For Career and Technical Education (CTE) programs, provide a discussion on any unmet Perkins Core Indicator that includes contributing factors (UHCCP 5.202).

Based on this analysis, what are the program’s strengths and areas to improve regarding demand, efficiency, and effectiveness?

Describe any significant program actions that occurred in the prior year (e.g., new certificate(s), stop outs, gain/loss of position(s), reduction in funding, new or completed grant(s), etc.).

Career and Technical (CTE) programs should provide an analysis for any unmet Perkins Core Indicators.

* Additional information in the Grant summary sheet (attached)	2017-2018	2018-2019	2019-2020	2020-2021
DEMAND				
# requests for digital access to grant resources	N/A	N/A		
# RFP’s identified	100+	100+		
# grants requested/initiated*	16	24		
# training session requests	6	6		
# community contacts, meetings and requests	8	12		
# planning meetings held with faculty/staff	30+	30+		
# Administrative requests for information, summaries, forms and/or reports ¹	18	14		

Program: **Grant Development Office**

EFFIEIENCY				
# Grants initiated* (% of those requested)	16 100%	24 100%		
# Grants withdrawn* (% of those initiated)	5 31%	4 16%		
# Programs supported by grants	19	51		
# students supported by grants (% fall enrollment) [does NOT include students supported by UHF for Wai‘ale‘ale]	34 2.5%	92		
# faculty/staff supported by grants	27	52		
# trainings/workshops for KCC performed by grants office (% of those requested) ¹	3 (50%)	6 (100%)		
# Administrative requests and reports produced (% of those requested)	17 (94%)	14 (100%)		
# PD training sessions and webinars attended	17	16		
# KCC public grant information website	1	1		
# KCC internal grant resource website	N/A	N/A		
# grant development resources available, including forms and bibliographic references	N/A	1		
EFFECTIVENESS				
# grants submitted (% of those initiated)	11 (69%)	20 (80%)		
% grants funded*	36%	70%		
# trainings/workshops held	3	6		
# resource requests from internal website	N/A	N/A		
# websites developed and maintained	1.5	1.5		
# website queries for both websites	N/A	N/A		

Program: **Grant Development Office**

# faculty/staff contacts and meetings/panels/workshops	42	49		
# community contacts and meetings/panels/workshops	8	12		
# PD opportunities attended	17	16		
Indicator ¹	N/A			

Demand

Demand for grant services included 24 grant initialization and MyGrant requests including: 1 from Nursing; two from OCET; 3 from UH Foundation; 2 collaborative for Agriculture (USDA); 1 individual with Agriculture (USDA); 1 collaborative from NSF; 2 collaborative from the US Department of Education (Title III and B2B); 1 individual grant with US Department of Education (Title III); 1 individual grant with Alu Like (CTE); 2 with Kamehameha Schools; 2 with the Hawaii Department of Labor (OCET); and 1 with the Truth Initiative Foundation. Four grants were withdrawn by the PIs before the grant submission. Three grants are still pending, and two were not funded (NOAA B-WET Program and two National Endowment for the Humanities (NEH)) All these requests involved MyGrant and/or Grants.gov/NSF Fastlane submission and 8 included complete multiyear Budget and Budget Justification preparation.

The statistics for programs, students supported and faculty/staff include external funding entered through the MyGrant system. External funding includes UHF (also reported in the UHF APRU) if entered into MyGrant. The statistics do not include other sources not in MyGrant such as statewide Alu Like Program, Perkins Grants or internal financial aid programs, such as Federal work-study positions. Faculty/staff support counts faculty or staff support supported directly by the grant and includes full and/or partial funding for positions.

- **The GDO provided bi-monthly Grant Announcements to KCC-everyone showing currently open grants. This is now a monthly service, but was suspended over the summer due to lack of new funding opportunities announced in this period. This identified over 100 new grants.**
- **The GDO held three (3) trainings sessions and/or workshops, one (1) college conversation, one (1) information briefing on cybersecurity and IT courses, and one (1) on availability of resources from the Natural Resource Conservation Service, Pacific Interisland Area.**
- **The GDO responded to 14 requests for background reports and data studies for**

Program: **Grant Development Office**

support to administration planning and policy development. Administration requests fell into the following categories of information summaries and forms, or reports, including: Title III planning sessions; STEM education; place-based learning; evaluation approaches to programs; study of course availability across UH and UHCC in computer sciences, IT and Cybersecurity; sustainability initiatives in the UH system; a survey of Marine Option Program curricula requirements across the UH system; fiscal reports on grants across campus; and collaboration with the Institutional Researcher to identify program statistics for several different disciplines to investigate and document student enrollment and success in a variety of programs.

- Many of the community contacts resulted from attending training sessions in Cybersecurity, Agriculture, Forestry, Office of Hawaiian Affairs (OHA) and National Oceanic and Atmospheric Administration (NOAA) grants (5). An additional (3) sessions related to foundation grant opportunities. The GDO often gets questions from the community at large for grant information; these are usually referred to the KCC grant webpage (4).
- The GDO responded to over 40 faculty and staff requests for information and planning for grant opportunities, and held an average of 3-4 meetings with faculty and staff during grant development, planning and submission of the 24 grants initiated.

Efficiency

- The GDO worked on 24 grant requests from faculty and staff, not including Perkins, all of which were entered into MyGrant, for 100% response. However, PIs withdrew 4 of these before submission, for a total of 16% of grants initiated but not submitted.
- The number of programs supported by grants increased to 23, from 19. This increase is due, in part, to the transfer of the Nā Pua No‘eau program grants to KCC, and also to new grants.
- Students supported by Title III number 34, 12 in the Alu Like program in CTE, and 2 in the Truth Initiative Smoke-Free campus grant. In addition, the grant paid for 25 trips for students and 6 PD sessions for faculty/staff. The numbers include students supported under UHF or private donations, such as Wai‘ale‘ale, but does not include internal funding such as Perkins Grants, or those through student financial aid programs.
- Faculty and staff supported by Title III are in Academic Instruction, Early College, Student Services, CTE, and Engineering.
- The GDO responded to all requests for training and or workshops for 100% of those requested. These were: three (3) trainings sessions and/or workshops: one (1) college conversation, one (1) information briefing on cybersecurity and IT courses, and one (1) on availability of resources from the Natural Resource Conservation Service, Pacific Interisland Area.
- The GDO delivered on 100% of the 14 Administration requests providing

Program: **Grant Development Office**

background materials, policy documents from Federal and State agencies, grant preparation guidelines, and bibliographic research to support grant project justification.

- The GDO participated in 16 training sessions and/or webinars to stay current on grant topics, funding, and project management tools, especially for evaluation.
- The internal Grant website is still under development. The internal site will include the completed Zotero Bibliographic Database and access to the grant reports list (under development).

Effectiveness

- Twenty grants (20) were filed through MyGrant and ORS in FY 2019 (see attached grant table).
- A total of 14 of the 20 grants initialized in MyGrant were funded for a rate of 70%, above the national average of 15-18%. One additional grant identified for FY 2019 is with the Space Grant Consortium at UH, and is not currently entered into MyGrant, or tracked by KCC. At the end of FY 2018, three grants submitted were still pending. A complete list of grants for FY 2019 is at the end of this document.

Grants funded this FY include:

- The Ka'ika'i A'o, Kaua'i Community College CTE program received a grant from the Alu Like Program to support Native Hawaiian Education in Trades and Technology. KauCC will receive \$523.5K over 3 years.
- Smoke-Free Kauai CC received funding from The Truth Initiative for \$10K for one year.
- Several UH Foundation projects were funded to support the Cogs Bus at ~220K for two years.
- Continuation of: the Title III grant, Bridging Cultures, the Bridge to the Baccalaureate (B2), the NSF PAGE grant, and two grants with Kamehameha schools. There were two major Title III Alaska Native/Native Hawaiian (ANNH) grants submitted this FY: The Kahua Paepae Ola (Care Center) and Keleka'a Ho'ona'auo: Education Delivered Through Distance Education (collaborative with UH West Oahu)
- A total of 6 requested workshops/training sessions were held, for a rate of 100%.
- The public grant information website is operational and is linked to the IE main page. Resource requests from the external website cannot be counted currently as this function is not yet enabled.
- The GDO is in the process of finishing the internal website. Since access to the internal site will only be available with a UH login and will require approval for specific access, security protocols are being developed to ensure that proprietary information is not available publicly. This should be completed by the end of FY 2020.
- Faculty/staff contacts and meetings/panels/workshops may be requested by the GDO or by those requiring training or information sessions on specific topics, including

Program: **Grant Development Office**

grant proposal advice and budget development for grants to be submitted. On average, each grant submission involves at least 3-4 sessions with PIs and Co-Is, and additional support for other groups submitting through MyGrant as part of KCC, or part of a collaborative team.

- **Community contacts and meetings/panels/workshops numbered 12, an increase from FY 2018.**
- **The GDO participated in 16 PD workshops and webinars focusing on program management, grant evaluation plans and logic model preparation, topical seminars on place-based learning and apprenticeship programs, and using new software from Microsoft and the Census Bureau.**

The program strengths are:

- **A significant number of students, faculty and staff benefit directly and indirectly from current grants. This includes direct financial support through student hires, stipends, internships and also through travel and PD training for faculty and staff.**
- **Two Title III grants were submitted in a short period of time in this FY. One was an individual grant for KCC, and the other was cooperative grants with UH West Oahu. These grants required teamwork across the campus, demonstrating an interest in external funding and excellence in grant proposal development.**

3. Program Student Learning Outcomes

- a) List of the Program Student Learning Outcomes
- b) Program Student Learning Outcomes that have been assessed in the year of the Annual Review of Program Data.
- c) Assessment Results
- d) Changes that have been made as a result of the assessments.

Report on PSLO assessment for the prior year.

1. List of the PSLOs.
2. Indicate PLSOs that were assessed in the year of this APRU.
3. Assessment findings.
4. Changes that have been made as a result of the assessment findings.
5. Next planned assessment date.

Program: **Grant Development Office**

PSLO	Assessed During this APRU Cycle (Y or N)	Findings	Improvements Implemented	Next Assessment Date
Identify and pursue external funding opportunities to support institutional needs.	Yes	Identified more than 100 opportunities, initiated 24	Developed lists of open grants for all college employees instead of e-mailing potential PIs directly. Post these to the Grant Website	2019-2020

4. Action Plan

Include how the actions within the plan support the college's mission. In addition to the overall action plan for the program, include specific action plans for any Perkins Core Indicator for which the program did not meet the performance level.

Action Plan	Anticipated Outcome	Actual Outcome
Pursue grant opportunities with PIs from KCC grants	Increase the number grants submitted by KCC PIs.	The number increased from 16 to 24.
Create and maintain an external website for the KCC webpage	Increase access and visibility for tools for grant preparation, and provide updates on open grants that apply to KCC goals and objectives.	Website is up and active. It does not have a counter yet to look at web hits. A listing is produced monthly and posted to the external website.
Pursue grant opportunities with PIs from KCC, collaborative PIs from other UH campuses or colleges and community education projects.	Increase in collaborative opportunities	Three collaborative grants submitted. Two were funded and one is pending.
Create and populate a Shared Reference Resources (Bibliographies and grant examples) for the College	Provide additional resources to faculty, staff, and GDO to increase efficiency of grant proposal development.	The Zotero-based Bibliography has been completed and is updated routinely by the GDO. This was done with Jay

Program: **Grant Development Office**

Action Plan	Anticipated Outcome	Actual Outcome
		Baker at the Library and a student who assembled and formatted the bibliography listings using Zotero Software.
Develop and Present PD training and information support for potential PIs	Increase the number of faculty and staff at KCC who can use MyGrant by conducting and/or arranging for information seminars or through individual training.	Trained OCET employee on MyGrant and who will handle the UHF submissions. Also trained Nursing staff on MyGrant. Arranged for a PD session by ORS Grants and Contract Manager. Participated in College Conversation on title III grant planning.
Create and implement a detailed listing for grants funded from 2017-2019, including continuing grants	Use the MyGrant records to provide a complete list of all grants approved by the Chancellor for these fiscal years	A listing for grants for FY 2018 and 2019 are included in the two APRUs.
Create and maintain an internal webpage with UH resources for KCC faculty and staff	Provide access to previous grants as well as UH and ORS guidelines.	Partially completed (e.g., template developed and UH and ORS guidelines have been uploaded). Security and access remain issues. The grants summaries will be in this webpage, but security issues are under discussion.

List any additional significant actions that impacted your program (e.g., new certificate, loss or gain of faculty or staff, stop outs, etc.).

Program: **Grant Development Office**

N/A

Analysis of Alignment with CPR

List the goals that were identified to be initiated, continued, or completed during this APRU cycle, in your last CPR, and if they were achieved. Be sure to include the benchmark, desired outcome, actual outcome, and unit of measure. If you completed your last CPR prior to 2018, please refer to * in this section.

Goal/Strategic Goal or Priority**	Achieved (Y or N)?	Benchmark	Desired Outcome	Actual Outcome	Unit of Measure
N/A	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

**All Strategic Goals and Priorities are Aligned to the College Mission.

Describe any impacts these goals had on your health indicator(s).

Click or tap here to enter text.

*Based on findings in Parts I – IV, develop an action plan for your program or unit from now until your next CPR date. This should include goals that align with the College Mission, measurable outcomes, benchmarks, and alignment to the College’s Strategic Priorities, and/or Strategic Goals. Be sure to focus on weaknesses identified in ARPD data, PSLO outcomes, results of survey data, and other data used to assess your unit or program. This plan should guide your program and subsequent APRUs, but may be amended based on new initiatives, updated data, or unforeseen external factors.

Goal	Strategic Goal/Priority (List number)	Benchmark	Desired Outcome	Unit of Measure	Year(s) Implemented
Pursue grant opportunities with PIs from KCC.	1-7, 8-10, 11-13, 16, 17-21	Number of grants submitted (N = 11) Number of students, faculty and	Increase the number of grants , number of individuals supported, and funds available to	Number of Grants submitted = 20 Number of students, faculty and	Continuous beginning in 2018

Program: **Grant Development Office**

Goal	Strategic Goal/Priority (List number)	Benchmark	Desired Outcome	Unit of Measure	Year(s) Implemented
		staff supported (N = 61) Numbers of programs supported (N = 19) Supplement facility and instructional materials with grant funds.	improve facilities and purchase instructional materials.	staff supported = Numbers of programs supported = Grant funds available for facilities and instructional materials increased.	
Establish, maintain and monitor an external website for the general public and faculty/staff/students on the ongoing grant-funded programs at KCC, including links to project PIs.	1-7, 8-10, 11-13, 16, 17-21	Publish monthly summaries of open grants and provide timelines for recurring grants	Increase grant submissions and awareness of grant opportunities.	Number of grants initiated increased from 16 to 24	Continuous beginning in 2018
Pursue grant opportunities with PIs from KCC, collaborative PIs from other UH campuses or colleges and	1-7, 8-10, 11-13, 16, 17-21	Increase in number of collaborative grants	Bring partners into the KCC projects	Number of collaborative grants included 3 new collaborative grants	Continuous beginning in 2018

Program: **Grant Development Office**

Goal	Strategic Goal/Priority (List number)	Benchmark	Desired Outcome	Unit of Measure	Year(s) Implemented
community education projects.				for a total of 8	
Establish, maintain and monitor an internal website for faculty/staff on current and potential grant-funded programs at KCC, grant announcements and links to grant preparation courses, FAQ, and procedures for KCC that function within UHCC and ORS legal and fiscal guidelines.	1-7, 8-10, 11-13, 16, 17-21	Increase access by personnel to UH procedures and regulations for grants	Increase grant compliance	Website use cannot yet be determined since counting measures have not been implemented. The % of compliant grants submitted declined, since two PIs did not follow UH and KCC policies.	Continuous beginning in 2018
Develop and present Professional Development (PD) training and instruction for faculty/staff/administration and interested students on how to initiate and carry out grant-funded programs at KCC and specific procedures for KCC that ensure function	1-7, 8-10, 11-13, 16, 17-21	One per semester	Provide additional PD sessions on UH and KCC grant policies and provide training on how to take an idea to a funder to get a	Number of trainings was 6 and attendees included groups of 7-10 as well as individual instruction and assistance for new	Continuous beginning in 2018

Program: **Grant Development Office**

Goal	Strategic Goal/Priority (List number)	Benchmark	Desired Outcome	Unit of Measure	Year(s) Implemented
within UHCC/ORS legal and fiscal guidance.			successful grant.	users. Post award support included bringing the two proposals submitted outside the UH system into compliance , post-award.	
Create and implement a detailed listing for grants funded from 2017-2019, including continuing grants	1-7, 8-10, 11-13, 16, 17-21	Post-award support for grants for reporting deadlines and fiscal management by GDO	The GDO is working with the Financial Office and the IR to ensure that the grant listing is compatible across the units, and accessible to the PI or Project Manager who will participate in the	Number of searchable records for grants past and current grants increased by using MyGrant as a repository where all grant materials are now uploaded and archived.	Continuous beginning in 2018

Program: **Grant Development Office**

Goal	Strategic Goal/Priority (List number)	Benchmark	Desired Outcome	Unit of Measure	Year(s) Implemented
			reporting structure.		
Create a searchable database of publications relevant to KCC planning and goals by topic, e.g., place-based learning, Native Hawaiian Education, CTE and professional certifications, etc.	1-7, 8-10, 11-13, 16, 17-21	References used in previous grant proposals are available to faculty and staff as well as policy documents and publications from National and State entities that impact KCC objectives	Increase number of self-serve tools for grant development	A grant reference Bibliography database has been completed using Zotero Software. This will be available in the internal webpage, or by request from user, and approval for access by the GDO.	Completed in 2019

5. Resource Implications

Resource Request(s) for next year (from CPR Plan for your program or unit, or one(s) developed in Part V above if CPR was completed prior to 2018).

I am NOT requiring resources for my program/unit.

Program: **Grant Development Office**

5. Resource Implications

Resource Request(s) for next year (from CPR Plan for your program or unit, or one(s) developed in Part V above if CPR was completed prior to 2018).

Program Goal	Click or tap here to enter text.
Resource Requested*	Click or tap here to enter text.
Cost and Vendor	Click or tap here to enter text.
Annual Recurring Cost	Click or tap here to enter text.
Useful Life of Resource	Click or tap here to enter text.
Person(s) Responsible and Collaborators	Click or tap here to enter text.
Timeline	Click or tap here to enter text.

***An approved ITAC Request Form must be attached for all technology requests**