Annual Program Review Update Outline

Kaua`i Community College
Annual Program Review Update for
Grant Development

Program Description

There is no previous APRU or CPU for Grant Development. This position was moved from OCET to Institutional Effectiveness, and the job duties changed when the position moved.

Program Mission Statement:

The Grant Development Office (GDO) is responsible for identifying and organizing resources, and preparing, writing and editing and then submitting grant proposals for the College. 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. Grant development also includes community engagement and partnerships for K-14 programs that benefit future and current students.

Program Goals:

1. Survey and understand administration, faculty and staff requests to enhance and/or develop new and existing programs to ensure that students have the best possible facilities, equipment and programs.
2. Develop projects and apply for external funding to augment and enhance existing facilities and course offerings.
3. Plan, develop and execute requests for external funding from community foundations, the State of Hawaii and federal funding sources.
4. Develop innovative funding sources for the college, and the UH system, that include student and faculty involvement, with student employment and stipend support.
5. Inform the college about changes in funding directions and new initiatives.
6. Support and encourage data-driven and evidence-based analysis of current and future programs.

The GDO promotes grant development, implementation, assessment, evaluation and reporting at the College, and serves as a point of contact for other colleges, and for community cooperative projects, primarily by pursuing external grant opportunities at the local, national, federal and foundation levels to support the college's current, strategic and long-range directions. The GDO works with academic programs, student services, and administrative and educational

support units to promote successful grant identification and submissions, and with the Institutional Researcher (IR) to collect and analyze information needed to identify and pursue opportunities. The GDO also works with key faculty and staff to develop grant proposals and identify programmatic resources needed to respond to program opportunities and/or institutional improvement needs that meet the College's strategic planning directions.

The GDO prepares budgets and budget justifications for grants that meet the financial and fiscal requirements of the UH system and funding agency working with the KCC Financial Office and the UH Office of Research Services (ORS). This includes identifying and determining the financial, technical and legal terms are in compliance with applicable federal and state laws, rules, regulations, and University policies. The GDO coordinates the administration of post-award grants to ensure budgeting and administrative policies and procedures, and funder's requirements are met in a timely manner, and reported accurately.

The GDO also provides training and resources to facilitate grant development, and convenes program working groups and community stakeholders to promote collaborations and coordinated programs.

Part I. Quantitative Indicators

Table 1. Grant Development Office

	2017-2018	2018-2019	2019-2020	2020-2021
DEMAND				
# requests for digital access to grant resources				
# RFP's identified				
# grants initiated				
# training session requests				
# community contacts, meetings and requests				
# planning meetings held with faculty/staff				
# Administrative requests for information, summaries, forms and/or reports				

EFFIEIENCY				
# Grants initiated				
# Programs supported by grants				
# students supported by grants				
# faculty/staff supported by grants				
# trainings/workshops for KCC performed by grants office				
# Administrative requests and reports produced				
# PD training sessions and webinars attended				
# KCC public grant information website				
# KCC internal grant resource website				
# grant development resources available, including forms and bibliographic references				
EFFECTIVENESS				
# grants submitted				
% grants funded				
# trainings/workshops held				
# resource requests from internal website				
# websites developed and maintained				
# website queries for both websites				
# faculty/staff contacts and meetings/panels/workshops				
# community contacts and meetings/panels/workshops				
# PD opportunities attended				

Part II. Analysis of the Program

    This is the first year for this program, so no prior analysis is available.

Part III. Goals, Alignment and Action Plan

    There is no CPR for Grant Development since this function was moved from OCET to IE as part of the reorganization that went into effect in January, 2017. The Grant Development Coordinator position was officially moved in August, 2017.

    Undertaking the transition of the GDO to IE requires that new web-based resources be available to administration, faculty and staff that answer grant-related question, identify and outline the procedures for grant submission from KCC to the granting agency via UH ORS.

    Since this is a new area of development and enhancement for the College, the goals for the coming year focus on preparing institutional resources and information webpages to assist faculty and staff in preparing ideas and directions for grant proposals. The number of grant submissions in 2017-18 depends heavily on the allocations made in the Federal and State budgets. The Federal elections in 2016 have created unknown changes to funding and policies that may affect external funding. The overall goal for the coming year includes monitoring releases from granting agencies and informing administration of changes.

Goals for the current year:
1. Pursue grant opportunities with PIs from KCC, collaborative PIs from other UH campuses or colleges and community education projects.
2. Within the current fiscal year, establish and 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.
3. Within the current fiscal year, will 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.
4. Within the current fiscal year, will develop and present Professional Development (PD) training and development 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 within UHCC/ORS legal and fiscal guidance.
5. Within the current fiscal year, will create and populate a shared Reference Resources Page in the internal website that includes current and/or key publications for various topics under development at the college, for instance, Career and Technical Education, Distance Learning, Native Hawaiian education, etc.

    These goals match the priority goals listed above by creating an environment for information exchange and grant idea development, based on submitting evidence-based grants that correspond with the goals and objectives of the College.

The biggest challenge for the GDO this year results from the uncertainty in Federal funding for FY 2018 onward. Since there is still no Federal budget for FY18, and since the current administration is making considerable changes to Federal agencies' infrastructure, the Federal funding forecast is unknown.   This uncertainty in level of funding and policy direction also affects the State funding, and may also change Foundation funding.

OBJECTIVE 1: Pursue grant opportunities with PIs from KCC, collaborative PIs from other UH campuses or colleges and community education projects.

Program Goal & Campus Strategic Goal or Priority Alignment	This aligns with the following Goals: • Hawaii Graduation Initiative: indirectly contributes to all the goals; • Hawaii Innovation Initiative: Aligns with goals 8-10 by increasing awareness of opportunities for applied learning and experience through grant-funded, PI led activities; • Modern Teaching and Learning Environment: Aligns with goals 11-13 by raising awareness of opportunities for applied learning or hands-on experience through externally funded opportunities, such as Title III and Workforce Development; • High Performance Mission-driven System: Aligns best with Strategic Goal 16 by increasing awareness of new avenues for learning through funded projects and also to incorporate PD needs into all externally-funded projects; • Enrollment: Aligns with all the goals since it is a way to inform potential students about a variety of externally funded project and demonstrates opportunities for learning.
Action Item	Provide announcements of grant opportunities to the College, identify PIs and partners, initiate and formalize grant submissions from PIs, and submit grants to funding agencies via UH ORS.
Resource(s) Request if needed	Adobe Creative Suite for preparation of website materials ($500); participation at HIS (or similar UHCC function); digital imagery and a one-page web link from each of the funded projects to be included on the public page. Subscriptions to Grant Resource Websites ($1000). Mac laptop for presentations and meetings away from desktop computer ($1500) and initial software ($600).
Person(s) Responsible and Collaborators	Responsible: Lyn McNutt Collaborators: Administration, faculty, staff.
Timeline	Continuous
Indicator of Improvement	Grants are submitted for new as well as for continuing programs.
PO Impacted	KCC receives external funding to help support strategic priorities and institutional goals.
Current Status	Ongoing

OBJECTIVE 2. Within the coming academic year, will establish and 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.

Program Goal & Campus Strategic Goal or Priority Alignment	This aligns with the following Goals: • Hawaii Graduation Initiative: indirectly contributes to all the goals; • Hawaii Innovation Initiative: Aligns with goals 8-10 by increasing awareness of opportunities for applied learning and experience through grant-funded, PI led activities; • Modern Teaching and Learning Environment: Aligns with goals 11-13 by raising awareness of opportunities for applied learning or hands-on experience through externally funded opportunities, such as Title III and Workforce Development; • High Performance Mission-driven System: Aligns best with Strategic Goal 16 by increasing awareness of new avenues for learning through funded projects and also to incorporate PD needs into all externally-funded projects; • Enrollment: Aligns with all the goals since it is a way to inform potential students about a variety of externally funded project and demonstrates opportunities for learning.
Action Item	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, and non-proprietary information on grants and partnership opportunities.
Resource(s) Request if needed	Listed in Objective 1.
Person(s) Responsible and Collaborators	Responsible: Lyn McNutt Collaborators: Maritza Mandarino, Gary Ellwood, Valerie Barko, Stephen Watkins, Peggy Lake
Timeline	To be completed within the current academic year
Indicator of Improvement	Website current and generating statistics on use.
PO Impacted	Communicate and highlight grants on a public webpage to showcase innovative programs and student opportunities.
Current Status	Have attended sessions with the KCC Webmaster, Maritza Mandarino, one on one and also in workshops to understand set up of Google Pages; have started a template for the grant page.

OBJECTIVE 3. Within the coming fiscal year, will 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.

Program Goal & Campus Strategic Goal or Priority Alignment	This aligns with the following Goals: • Hawaii Graduation Initiative: indirectly contributes to all the goals; • Hawaii Innovation Initiative: Aligns with goals 8-10 by increasing awareness of opportunities for applied learning and experience through grant-funded, PI led activities; • Modern Teaching and Learning Environment: Aligns with goals 11-13 by raising awareness of opportunities for applied learning or hands-on experience through externally funded opportunities, such as Title III and Workforce Development; • High Performance Mission-driven System: Aligns best with Strategic Goal 16 by increasing awareness of new avenues for learning through funded projects and also to incorporate PD needs into all externally funded projects. Also informs faculty of the requirements for grants of interest, to provide the best fit for the campus. • Enrollment: Aligns with all the goals since it is a way to inform faculty, staff and administration about a variety of externally funded projects that can create new opportunities for learning while matching requirements for academia and workforce development and CTE/Apprenticeship Training.
Action Item	• Establish, maintain and monitor an internal website for faculty/staff/administration on current grant-funded programs at KCC, including links to project PIs; • Provide procedures for applying for external funding at KCC, including a list of FAQ; • Provide updates on anticipated or announced funding opportunities that match identified campus needs; • Provide access to past grants for PIs; • Provide links to external courses on grant development and planning; • From previous grants and current reviews, provide bibliographic resources for PIs of references relevant to the topic of the grant

	• Provide alerts on funding opportunities and/or policies that are of interest to KCC.
Resource(s) Request if needed	Listed in Objective 1
Person(s) Responsible and Collaborators	Responsible: Lyn McNutt Collaborators: Maritza Mandarino, Jeff Mexia, Valerie Barko, Stephen Watkins, Peggy Lake
Timeline	To be completed within the academic year
Indicator of Improvement	Website is up and operating and generating statistics on use; faculty/staff and administration have resources to answer basic questions on grants and external funding.
PO Impacted	Develop and/or link on-line tools to GDO webpage to streamline the grant process.
Current Status	Have attended sessions with Steve Watkins and Maritza Mandarino one on one and also in workshops to understand set up of Google Pages; have started a template for the grant page, and the IE student is helping with formatting.

OBJECTIVE 4. Within the coming academic year, will develop and present Professional Development (PD) training and development 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 within UHCC/ORS legal and fiscal guidance.

Program Goal & Campus Strategic Goal or Priority Alignment	This aligns with the following Goals: • <u>Hawaii Graduation Initiative:</u> indirectly contributes to all the goals; • <u>Hawaii Innovation Initiative:</u> Aligns with goals 8-10 by increasing awareness of opportunities for applied learning and experience through grant-funded, PI led activities; • <u>Modern Teaching and Learning Environment:</u> Aligns with goals 11-13 by raising awareness of opportunities for applied learning or hands-on experience through externally funded opportunities, such as Title III and Workforce Development, and instructs on how to go about planning a project, and obtaining external funding; • <u>High Performance Mission-driven System:</u> Aligns best with Strategic Goal 16 by increasing awareness of new avenues for learning through potential projects and also to incorporate PD needs into all externally funded projects. Also informs faculty of all the requirements for grants of interest, including UH and UHCC system directions;

	• <u>Enrollment:</u> Aligns with all the goals since it is a way to inform potential students about a variety of externally funded project and opportunities for learning.
Action Item	• Create a seminar/PD course for grant planning, completion and execution for faculty/staff and administration on potential for grant-funded programs at KCC; • Create and adopt procedures for KCC on grant development and initiation including ensuring community involvement and documenting support; • Provide procedures for applying for external funding at KCC, including a list of FAQ; • Provide information on ORS requirements for funding for the Institution, but also for the PI and Co-PIs; • Provide explanation on how to obtain updates on anticipated or announced funding opportunities that match identified campus needs; • Provide access to past grants for PIs as examples for planning, and incorporate these into the PD seminars; • Provide links to external courses on grant development and planning and other resources within the UHCC system; • Develop and present the training in Spring Semester, 2018; • Incorporate feedback and improve the PD offerings; • Plan to hold a PD session every semester after Spring 2018, as needed.
Resource(s) Request if needed	• Membership in grant organizations that provide listings for additional resources, especially from foundations and private donors, and offer PD seminars that can be incorporated into the KCC training: Grant Watch ($200/year) and Foundation Center ($500/year); • Attendance at in-state meeting of UHCC Grant Development personnel. ($1,000/year)
Person(s) Responsible and Collaborators	Responsible: Lyn McNutt Collaborators: Jeff Mexia, Valerie Barko, Peggy Lake, Maritza Mandarino; Division Chairs; Administration.
Timeline	To be completed within the current fiscal year with a presentation in Spring 2018.
Indicator of Improvement	• Faculty/staff and administration have PD to train them on the basics of how to develop project ideas

	that support UHCC Strategic Goals; • Training on how to find and evaluate potential grant opportunities, and external funding within the UH system, and procedures for initiating a grant at KCC; • More awareness of what, how and with whom—the basics of community involvement and required documentation from funding agencies; • Increased awareness of the team approach and shared responsibilities of grant development and administration; • Instruction on how to plan, prepare and potentially manage a budget that will meet ORS and grantor requirements.
PO Impacted	Facilitate PD opportunities to administrators, faculty and staff on current grant opportunities and UH policies and procedures.
Current Status	Administrators, faculty and staff will benefit from training and guidance in the fundamentals of grant development and writing from the perspective of meeting funding agencies' evaluation and reporting criteria. Have also invited ORS representatives to campus for presentations in the past (recommend we continue this).

OBJECTIVE 5. Within the coming academic year, will create and populate a shared Reference Resources Page in the internal website that includes current and/or key publications for various topics under development at the college, for instance, Career and Technical Education, Distance Learning, Native Hawaiian education, etc.

	This aligns with the following Goals: • <u>Hawaii Graduation Initiative:</u> indirectly contributes to all the goals; • <u>Hawaii Innovation Initiative:</u> Aligns with goals 8-10 by increasing awareness of opportunities for applied learning and experience through grant-funded, PI led activities; • <u>Modern Teaching and Learning Environment:</u> Aligns with goals 11-13 by raising awareness of opportunities for applied learning or hands-on experience through externally funded opportunities, such as Title III and Workforce Development, and instructs on how to go about planning a project, and obtaining external funding; • <u>High Performance Mission-driven System:</u> Aligns best with Strategic Goal 16 by increasing awareness of new avenues for learning through potential
Program Goal & Campus Strategic Goal or Priority Alignment	

	projects and also to incorporate PD needs into all externally funded projects. Also informs faculty of all the requirements for grants of interest, including UH and UHCC system directions; • Enrollment: Aligns with all the goals since it is a way to provide professional resources for administration, faculty and staff about a variety of externally funded project and opportunities for learning.
Action Item	• Create a seminar/PD course to familiarize potential PIs with background publications and documentation. • Provide a platform to share research results and bibliographies from past grants or projects. • Provide explanation on how to download articles and how to contribute to the KCC Grant Reference holdings; • Provide access to past grants for PIs as examples for planning, and include this in resources; • Evaluate the utility of the EndNote 8 software for distributed access for potential PIs.
Resource(s) Request if needed	Included in Objective 1.
Person(s) Responsible and Collaborators	Responsible: Lyn McNutt Collaborators: Jeff Mexia, Valerie Barko, Peggy Lake, Maritza Mandarino; Division Chairs; Administration, faculty, staff.
Timeline	To be started and tested within the fiscal year with a presentation in Spring 2018.
Indicator of Improvement	• Faculty/staff and administration have resources for justifying approaches and providing evidence-based support for grants. • Eliminates the need to prepare and type separate bibliographies for each grant; • Saves time a money by assisting in research for grants; • Allows flexibility in formatting based on agency requirements while eliminating the need to re-enter previously cited materials.
PO Impacted	Develop and/or link on-line tools to GDO webpage to streamline the grant process.
Current Status	Since the GDO is a one-person activity, eliminating the need for re-researching topics of interest and compiling bibliographic materials in flexible formats with links to texts this will reduce time in the grant planning and writing process.

Part IV. Resource Implications

RESOURCES NEEDED			OUTCOMES
Initial Acquisition Cost	**Annual Recurring Cost**	**Useful Life**	**(Identify and Quantify)**
$500 (desktop)	$600-700	Renewed annually	On-line access to Adobe Creative Suite, Office and Acrobat Pro for desktop computer for preparation of the website and graphics for grants and reports. Recurring costs include renewals for laptop after initial setup.
$1,000	$1,000	Annual	Attend UH and/or UHCC meeting of grant professionals.
$1000	$1000	Annual	Subscription to Grant Watch, Grant Professional, and the Foundation to receive grant information and announcements not in the Federal Register. (If the UH System continues to provide Pivot.com services, the Grant Watch membership might not be necessary.)
$1500	n/a	3-5 years	Laptop for professional presentation, recording meeting notes and providing flexibility away from a desktop only environment.
$600	once	3-5 years	Software for laptop productivity: e.g., Office Suite and access to Adobe Creative Suite (in all objectives), Adobe Acrobat Pro and End Note (not included in the desktop request).

Part V. Program Outcomes and measures:

KCC receives external funding to help support strategic priorities and institutional goals.

- Number of grants initiated.
- Number of grants submitted.

- Number of grants funded.

The GDO communicates and highlights grants on a public webpage to showcase innovative programs and student opportunities.

- Number of website "hits".
- Number of follow-on contacts.

The GDO will develop and/or link on-line tools to the grants webpage to streamline the grant process.

- Number and type of tools offered.
- Number of topics covered for the Bibliography resource.
- Number of links to internal and external pages with tools to facilitate grant preparation, e.g., Logic Models, Evidence-based Evaluation Plans.

Facilitate PD opportunities to administrators, faculty and staff on current grant opportunities and UH policies and procedures.

- Number of PD sessions and workshops held.
- Number of participants in PD sessions.
- Number of links to online training resources.
- Number of website "hits" using these tools.