Kaua`i Community College
Annual Program Review Update (APRU) for
(Institutional Effectiveness-Grant Development)

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. Please Click here for Kaua'i CC Grant Development Website

Part I. Program Description

Date of Last Comprehensive Review	N/A
Date Website Last Reviewed/Updated	Websites still in development. External site is operating.
Target Student Population	Campus-wide plus Early College
External Factor(s) that Affected the Program or Unit	- This was a very limited year for extramural funding, especially in Education. The US Department of Ed did not issue Minority Serving Institutions calls for proposals for Native Hawaiians, Native Alaskans or Asian-Americans, and did not provide significant pass-through funding to the State. - Foundations RFPs did not correlate with faculty projects. - No interest from KCC personnel to apply for biennial state grants - Federal grant submissions added new paperwork such that the GDO is now responsible for both MyGrant and Grants.gov or Fastlane submissions for ORS to authorize - The UH System (ORS) subscribed to the PIVOT database to identify and provide details on available grants at all levels, but discontinued this service.

Part II. Analysis of Quantitative Indicators

Table 1. Grant Development Office

* 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			

# RFP's identified	100+			
# grants requested/initiated*, [1]	16			
# training session requests	6			
# community contacts, meetings and requests	8			
# planning meetings held with faculty/staff[1]	30+			
# Administrative requests for information, summaries, forms and/or reports[1]	18			

EFFIEIENCY				
# Grants initiated* (% of those requested)[1]	16 (100%)			
# Grants withdrawn* (% of those initiated)	5 (31%)			
# Programs supported by grants	19			
# students supported by grants (% fall enrollment)	34 (2.5%)			
# faculty/staff supported by grants (% of employees)	27 (			
# trainings/workshops for KCC performed by grants office (% of those requested)[1]	3 (50%)			
# Administrative requests and reports produced (% of those requested)[1]	17 (94%)			
# PD training sessions and webinars attended	17			
# KCC public grant information website	1			
# KCC internal grant resource website	N/A			
# grant development resources available, including forms and bibliographic references	N/A			
EFFECTIVENESS				
# grants submitted (% of those initiated)[1]	11(69%)			

% grants funded*	36%			
# resource requests from internal website	N/A			
# websites developed and maintained	1.5			
# website queries for both websites	N/A			
# faculty/staff contacts and meetings/panels/workshops	42			
# community contacts and meetings/panels/workshops	8			
# PD opportunities attended	17			
Indicator[1]	N/A			

The Overall Program Health is _____.

Demand for grant services included 14 grant requests, plus two (2) initiated by Nursing. This does not include grant work for the UH Foundation (2) or for OCET (1). All these requests involved MyGrant and 14 included Budget and Budget Justification preparation.

- Bi-monthly service implemented in March 2018 to KCC-everyone showing currently open grants. This identified 76 new grants. Previously, the GDO sent specific grant opportunities to interested PIs, so the total listed is 100+ grants.
- Training session requests included MyGrant/ORS sessions (3), an information session on Title III and the US Department of Education (1), and two information sessions on Agriculture grants and the FARM at KCC (2).
- Many of the community contacts resulted from attending training sessions in Agriculture, Forestry, and Office of Hawaiian Affairs (OHA) and National Oceanic and Atmospheric Administration (NOAA) grants (5). An additional (3) sessions related to Aha Moku and ahupua'a programs and sustainability. The GDO often gets questions from the community at large for grant information; these are usually referred to the KCC grant webpage.
- There were several new Administration requests falling into the following categories: information, summaries and forms or reports including: holding Title III planning sessions (1), preparing fiscal reports on grants across campus (4), and preparing three White Paper summaries of three programs for submission to Rep. Tulsi Gabbard for the Rural Development Program (RDP).

Efficiency

- The GDO worked on 16 grant requests from faculty and staff, not including OCET, Perkins and UHF. However, PIs withdrew five of these before submission.
- Students supported by Title III number 34. In addition, the grant paid for 25 trips for students and 6 PD sessions for faculty/staff. The numbers do not include students supported under UHF or private donations, such as Waialeale, or Perkins Grants.
- Faculty and staff supported by Title III are in Academic Instruction, Early College, Student Services and Engineering.
- The GDO held three (3) trainings and/or workshops: one (1) college conversation, one (1) on FARM uses update, and one (1) on availability of resources from the Natural Resource Conservation Service.
- The GDO delivered on 17 of 18 Administration requests. The outstanding request is for the past grant database.
- The public (external) Grant website went live in March, 2018.

Effectiveness

Eleven grants (11) were filed (see attached grant table) and the .
funding success rate was 36%, which is above the NSF and USDA rates of 12-18%.

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.
- The success rate for grant submissions was higher than federal agency averages, and the number of grants submitted was reasonable for a small campus with a one-person GDO.
- The Institutional Researcher at KCC, which is part of the IE Unit, has an excellent background in statistics and data mining that are critical to successful grant submissions.

Areas to improve include:

- Increase awareness of the GDO services around the campus. Expand MyGrant and ORS knowledge at to increase in-house expertise to allow additional support for the GDO and PIs.
- Create more self-service tools like the internal webpage and bibliographic resources.
- Develop process to automate a tracking method to define students and faculty directly supported by grants.
- Investigate more opportunities to create collaborative proposals across divisions and/or with other campuses or non-profit groups; this involves considerable external communication and meetings off-campus.
  - Need campus resources that identify long-term strategies for specific projects or programs (e.g., Back 40) for funders

● Grants submitted must follow UH protocols and should not submitted outside the system. Hence; a campus protocol needs to be developed. This delays grants if they are funded and creates complications in getting funding to the PI for his/her project.

Part III. Assessment Data (EP 5.202)

PSO	Assessed During this APRU Cycle (Y or N)	Findings	Improvements Implemented	Next Assessment Date
Identify and pursue external funding opportunities to support institutional needs.	Y	Identified more than 100 opportunities, initiated 16 proposals, and submitted 11 proposals	Developed bi-monthly lists of open grants for all college employees instead of e-mailing potential PIs directly	2018-2019

Part IV. Results of Prior Year Action Plans (UHCCP 5.202)

Action Plan	Anticipated Outcome	Actual Outcome
Pursue collaborative grants	Increase in collaborative opportunities	Three collaborative grants submitted. Two funded; one is pending
Create and maintain an external website for the KCC webpage	Increase access and visibility for tools for grant preparation	Website is up and active. It does not have a counter yet to look at web hits.
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 half of the information has been uploaded).
Develop and Present PD training and information support for potential PIs	Increase number of faculty and staff pursuing grants at KCC.	# attendees at sessions # new PIs on grants in 2017-2018
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 Reference Resources exist, and the GDO is working with the Library and Title III to fund a student to help assemble and format these listings using software such as End Note.

Part V. 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.

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

See table next page.

Goals for 2018-2021

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 staff supported (N = 61) Numbers of programs supported (N = 19) Supplement facility and instructional materials with grant funds.	Increase the number of grants , number of individuals supported, and funds available to improve facilities and purchase instructional materials.	Number of Grants submitted Number of students, faculty and staff supported. Numbers of programs supported. Grant funds available for facilities and instructional materials.	2018-2019
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 bi-monthy summaries and notify timelines for recurring grants	Increased grant submissions	Number of grants initiated	Continuous beginning in 2018

Pursue grant opportunities with PIs from KCC, collaborative PIs from other UH campuses or colleges and community education projects.	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	Continuous beginning in 2018
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 and % of grants submitted that are in compliance	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 within UHCC/ORS legal and fiscal guidance.	1-7, 8-10, 11-13, 16, 17-21	One per semester	Provide post-award support	Number of trainings and attendees	Continuous beginning in 2018
Create and implement a detailed listing for grants 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	100% grants accessible by IE Unit	Number of searchable records for grants past and current.	Continuous beginning in 2018

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	Increase number of self-serve tools for grant development	Number of searchable documents and reference materials available for planning grants and for supporting faculty research and instruction.

Use of documents by faculty and staff. | Continuous beginning in 2018 |

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

N/A

Part VI. 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).

If no resources are being requested, place an "X" here. _____X_____

2018 ANNUAL REPORTS OF PROGRAM DATA
INSTITUTIONAL RESERCH ANALYSIS DEPARTMENT SCORING RUBRICS
(Numbers in parentheses refer to the Data elements of the UHCC Annual Reports of Program Data)

Area:

DEMAND ***Monitoring the capacity and need for the unit*** Number of grants initiated Number of meetings held with faculty and staff Trainings and Workshops requested	BENCHMARK 2= 10 or more, 1=5-9; 0=less than 5 2=30+; 1= 20-29; 0 = <20 2=3 or more; 1= 1-2; 0 = no training requested	Scoring: 2= Healthy 1= Cautionary 0 = Unhealthy
EFFICIENCY ***Monitoring how time is budgeted and spent in the unit*** Percent of initiated grants submitted** Percent of Admin Requests completed Percent of Trainings and Workshops completed	2= 90% or more; 1= 70% to 89%; 0=less than 70% 2= 90% or more; 1= 70% to 89%; 0=less than 70%	Scoring: 2= Healthy 1= Cautionary 0 = Unhealthy
EFFECTIVENESS ***Monitoring the quality of products produced by the unit.*** Net Promoter Score*	2= 70 or more; 1= 50-69; 0= less than 50	Scoring: 2= Healthy 1= Cautionary 0 = Unhealthy
*Not initiated until January 2019 **Grants withdrawn by PI not included		

GRANTS RECORDS 2017-2018

PI on the Grant	Co-PI	Funding Agency	Title	Status	Amount Requested	MyGrant Document Number
Helen Cox		USDA, Pacific Island Area (PIA) Agroforest	E Ulu Ka Aina (The Land Lives and Grows): The Agroforest Project	Pending	$70,000	206532
Helen Cox	Molly Summers	NEH-Humanities Initiatives at Community Colleges	The Pila Kikuchi Collection: Preserving the Past for the Future	Pending	$86,500	214406
Charles Kinoshita, CTAHR	Sharad Marahatta	USDA, National Institute of Food and Agriculture	University of Hawaii Hi!ag Project 2017-2018	Funded	$40,000	206424
Charles Kinoshita, CTAHR	Eric Hansen	USDA, National Institute of Food and Agriculture	Hi!ag: Fostering vibrant local agriculture at the University of Hawaii	Funded		204250
Tammie Napolean		State, Family and Human Services	To Provide Title X Family Planning Services including Clinical Family Planning and Related Preventive Health Services	Funded		202750
Char Ono	Tammie Napolean	State, Family and Human Services	To Provide Title X Family Planning Services including Clinical Family Planning and Related Preventive Health Services	Funded	$1,700	18876
NOT FUNDED OR CANCELLED						
Helen Cox		NSF, Tribal Colleges, Targeted STEM Infusion (TCUP)	Ka ulu la'au: Place-based pathways for learning	Not Funded	$499,999	188601
Georgeanne Purvinis		USDA Foundational Program (Bees)	Farmers as Beekeeper: Making a Bee Line for Health	Not Funded	$149,000	185762
Gigi Drent		Dept of Ed-Upward Bound Program	Kauai Community College Upward Bound Math	Not Funded		178546
Helen Cox			E ulu Kaaina: The land lives	Not Funded	$49,000	206532
Calvin Shirai	Eric Hansen	Beginning Farmer and Rancher Program	Go Farm Kauai-Initiative Takes Root	Not Funded	$100,000	170769
Helen Cox	Molly Summers	National Endowment for the Humanities (NEH)--Humanities Collections and Reference Resources	The William Pila Kikuchi Collection	Cancelled		212900

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