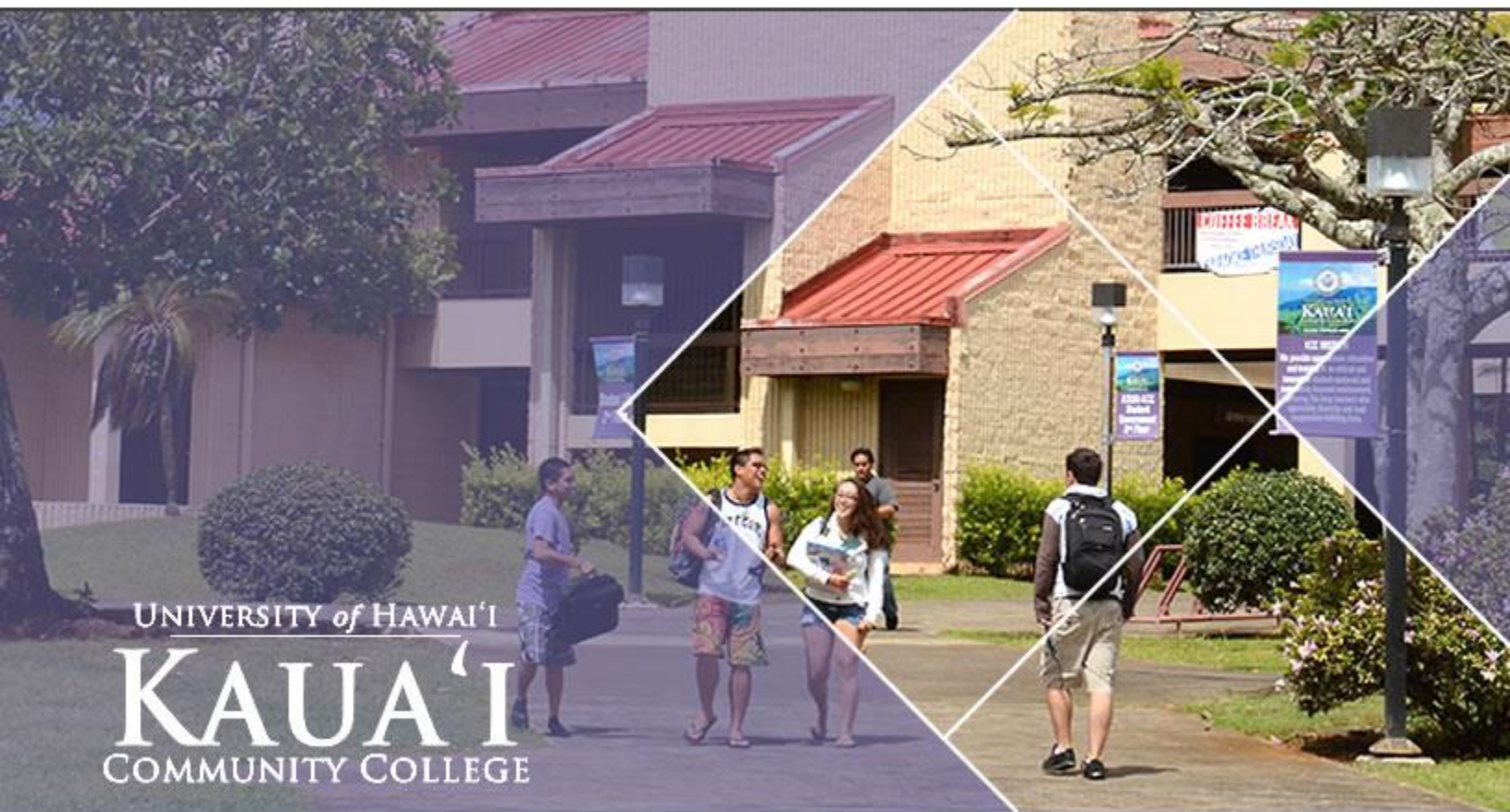Grant Development Office

ANNUAL
REPORT OF PROGRAM DATA
2023

UNIVERSITY of HAWAI'I
KAUA'I
COMMUNITY COLLEGE

2023 Annual Report of Program Data
Grant Development

1. Program or Unit Mission

Grant Development Office (GDO) seeks to engage students, faculty and staff in new and on-going, innovative programs and projects that enhance the teaching and support capabilities of the college, while offering opportunities for student engagement and employment.

The GDO helps the college meet its mission by helping fund innovative programs and increase community contributions through education.

2. Service Outcomes

The new Contracts & Grants Specialist onboarded in August 2023. Changes to the PSOs and GDO metrics for demand, efficiency, and effectiveness were updated for AY 2023-24. These areas will be assessed and reported on in 2024. The goals below align to the new campus Strategic Plan and/or the Institutional Effectiveness Strategic Plan.

PSO1: Identify, prioritize, and communicate grant needs of the campus community.

- Benchmark - TBD
- Will be assessed 2023-2024 for the first time

PSO2: Work in collaboration w/ the Business Office and PI on all grant budgets.

- Benchmark - TBD
- Will be assessed 2023-2024 for the first time

3. Analysis of the Program

DEMAND
# of grants requested for review or development
# of community contacts, meetings, requests
# of planning meetings held with faculty and staff

# of administration requests for information, summaries, forms, and/or reports
EFFICIENCY
# of grants initiated (% of those requested)
# of grants submitted (% of those initiated)
# of training/Workshops for KauCC provided by GDO (% of those requested)
# of administrative requests and reports produced (% of those requested)
# of grants collaborations w/ external grant writers
# of UHF grant submissions from collaboration w/ GDO
EFFECTIVENESS
% of proposers that initiated grant assistance via the GDO request form
% of proposers that received extramural funding opportunity review feedback from GDO
% of PIs that participated in annual post-award review with GDO
% of grants funded

4. Action Plan

Goal 1: Prioritize needs and create 1 page report for Cabinet review and input each fall 2023.

Goal 2: Pilot targeted focus groups to assist with grant development or grant management or procurement (to get feedback to improve campus processes).

Goal 3: Update the GDO website to match the other IE and KauCC sites, and to include graphical information on grant processes.

Goal 4: Develop grant onboarding handbook, implement in spring 2024, and seek feedback on the process summer 2024.

5. Resource Implications

_X_ I am NOT requesting additional resources for my program/unit.