



2020 ANNUAL REVIEW OF PROGRAM DATA

Grant Development Office



UNIVERSITY of HAWAII®
KAUA'I
COMMUNITY COLLEGE

1. Program or Unit Description

Program or Unit Mission or Purpose Statement:

Grant Development Office (GDO) 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.

What is the target student or service population?

All Kauai Community College (KauCC) Administration and Staff, KauCC Students, University Center Students, Early College and other Potential Students.

2. Analysis of the Program/Unit

Discuss the Program's or Unit's strengths and areas to improve in terms of Demand, Efficiency, and Effectiveness based on an analysis of the program's Quantitative Indicators or comparable unit-developed measures or program-developed metrics. Include a discussion of relevant historical-trend data on key measures (i.e., last three years).

Demand

This is the third year The GDO ARPD. This summary covers the Annual Report of Program Data for FY 2020. Methods for collecting data on user requests were established two years ago. From February 2020 to the end of the FY (and still continuing), COVID significantly affected the Grant Development Office (GDO), and created a shift in emphasis in external funding to support COVID necessities and a change in consultations from face-to-face meetings to on-line discussions.

During the past year, requests for digital access to grant resources increased. The number of Requests for Proposals (RFPs) decreased mainly due to COVID changes to funding and requests declined by about 50%. The number of grants requested and/or initiated also decreased by approximately 50%, but the value of the grants received increased significantly. During this past year, KauCC created a policy document for grants defining roles and responsibilities for the GDO, PIs, the University of Hawaii Foundation (UHF) and instituted quarterly reporting for all PIs with external funding based on monthly financial reports provided by the Financial Office (FO). Some of the PIs did not fill in the notice of intent to propose, or the quarterly reports. This caused problems in scheduling grant requests and managing them in the University System as well as aiding the PI in submitting grantor specific applications.

Trainings and workshops offered decreased by 33% over prior the fiscal year mostly due to campus lockdowns due to the pandemic. The GDO trained OCET in MyGrant for UHF, and OCET will now handle those requests. The number of face-to-face planning meetings with faculty and staff declined by 66%, mostly due to the pandemic. If the on-line meetings are included, contact increased by ~350%. The number of requests for information and summaries from Administration increased by 50%, mostly for research to support COVID-related opportunities, especially in the areas of Career and Technical Education, Digital Literacy, and the status of State, Foundation and Private funding.

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Efficiency

Policy and procedures were written and reviewed by College Council that approved the policy (KCCP 1-4) and it was implemented for the Spring 2020 term. Though the number of grants initiated in this FY declined, 100% of those requested were submitted, and none were withdrawn after being initiated. This FY included awards for two Title III grants, one CTE training grant, educational support from Kamehameha Schools, Title X support to the Student Wellness Center, and 3 COVID-related CARES grants. Only two grants submitted were not funded (the B-Wet grant to NOAA and another for CTE training in antique car restoration.) Both of these were closed by the funding agency. The significant proposals for this FY included two Title III Alaska Native/Native Hawaiian (ANNH) grants and the CARES funding, all from USDoE, UH Foundation funding for Wai'ale'ale, and additional finding obtained by KauCC PIs such as renewals of Title X funding for Nursing, and CTAHR funding for Agriculture and funding from Kamehameha Schools and the Alu Like Program. The three CARES federal grants in support of COVID-19 had to be submitted by the GDO on short notice in grants.gov, but not MyGrant. These were all completed on time.

The GDO program started out strong for FY 2019-2020, first assisting in organizing, writing, then preparing the budgets and justifications and submitting the Title III ANNH Part A USDoE individual grant for KCC, and assisting with the submission of the grant prepared by University of Hawaii West Oahu (UHWO). As noted last year, grant submissions to the Federal Government now have two levels of paperwork: MyGrant (internal to UH) and Grants.gov (for the final submission). Both Title III grants had KCC as the lead institution. We were awarded both. Title III ANNH was not open for grants in the previous FY, so, having received two in this FY was a major accomplishment. One is for KauCC alone: Kahua Paepae Ola: Foundation to Support Success; the other was collaborative with UHWO, Keleka'a Ho'ona'auo: Education Delivered Through Distance Education, but with KauCC as the lead. We also received an extension on our previous Title III grant, Crossing Cultures for the FY 2019-2020. All of these grants later required GDO post-award actions in MyGrant.

The GDO successfully re-qualified Kauai Community College (KauCC) as a Minority Serving Institution (MSI), despite our not meeting the cost per student threshold set by the US Department of Education (USDoE). To qualify annually requires extensive research justification on cost of living, operating expenses, uniqueness of services offered and remote location for a campus with no boarding facilities. Our student body population is heavily minority, especially in Native Hawaiian and Pacific Islanders, but also Asian Americans (which includes Filipino and Japanese students). Experience shows that USDoE makes it very difficult for all UHCC MSIs to receive grants for Asian American, Native American, Pacific Islander Serving Institutions (AANAPISI), or Strengthening Institutions Program (SIP) awards since these are almost exclusively granted to Mainland institutions.

Three other grants this year were related to the University of Hawaii Foundation (UHF), and the GDO facilitated setting up these awards and also trained OCET personnel in how to submit UHF grant requests in the UH MyGrant System. OCET personnel can now also serve as a backup if needed for MyGrant preparations.

In addition, the GDO assisted in 7 post-award and renewal activities for active grants, and continued development of a Tribal Colleges and University Program (TCUP) Targeted STEM Implementation Project (TSIP) grant to the National Science Foundation (NSF) for ETRO to change the pathways in IT and Cybersecurity to match pathways defined by WorkforceUSA.gov and Industry partners. This included enlisting an industry partner and organizing a Technical Advisory Group for the proposal.

After KCC received the CARES COVID funding, the GDO followed recommendations from College Council on priorities for additional funding, and began researching external opportunities to support

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the KCC needs that weren't funded directly with the CARES money. Since the changes brought on by COVID made external funding more important to our overall budget, the GDO shifted emphasis in investigating potential funding sources in general, and focused on areas defined by the College Council.

As mentioned, the number of requests for training to the GDO decreased, but Administrative requests increased. Each was filled at 100%. The number of Professional Development (PD) training sessions attended increased by 21%, and included Tableau Training. There is a separate line item in the Efficiency Table showing the number of meetings attended both on-line and in person after COVID, totaling 129. This had not been extracted for other years. The public website is still operating, but will be due for changes in FY 2021. The number of grant resources increased to include the website and a new Zotero-based Bibliography to support grant research that was developed and placed on-line in August 2019.

The GDO attends Meetings of the Makaloa Council and the Sustainability Advisory Group, as well as weekly meetings with the Institutional Effectiveness (IE) Team.

Effectiveness

Overall, 100% of grants initiated were submitted with only two not funded due to the funding agency deciding not to fund their program in their FY due to COVID considerations, for a success rate of 86%. For next year, the GDO is working with the KauCC Marketing Team to create a new webpage, and with Kapiolani CC and the KauCC Marketing Team to prepare an outline of potential PD sessions that can be recorded and archived to help faculty and staff better understand the grant process. This will include grant basics as well as use of MyGrant, grants.gov, FastLane (and the change to Research.gov) and UHF resources, and roles of UH HR on campus vs. RCUH hiring, and how student hires and mentors are financed. The GDO decided not to focus on the Internal website this year, as the entire Web presence will be overhauled next year to be more compatible with the new look for the improved KauCC website. Of the total number of meetings attended, 118 involved KCC or UHCC faculty and staff. The others were related to planning for grants with outside agencies and potential industry partners. The webinars attended included 21 that were related to PD, such as training on Excel, Tableau, Census data, Workforce statistical analyses, Department of Labor statistics, Zoom software and program management during COVID.

Discuss significant program or unit actions (new certificate(s), stop outs, gain/loss of position(s), results of prior year's action plan, etc.). Include external factors affecting the program or unit.

From February 2020 to the end of the FY (and still continuing), COVID significantly affected the Grant Development Office (GDO), and created a shift in emphasis in external funding to support COVID necessities. The GDO is now producing quarterly reports from the PIs including an analysis of those that might be facing difficulty in spending funds, and has posted open grant opportunities for potential PIs. There is also a listing of Foundations and Private funding sources that might benefit KauCC, available on demand from the GDO. Bi-monthly updates on Open grants are more difficult due to COVID changes in funding and also since this is an election year.

The Overall Program Health is N/A.

The following tables differ slightly from previous years. The categories dropped were redundant, and IE Administration decided to remove them.

Quantitative Indicators

DEMAND	2017-8	2018-9	2019-2020
# Requests for digital Access to grant resources	N/A	N/A	10
# RFPs Identified	100+	100+	50+
# Grants requested/initiated	16	24	15
# Training Session Requests	6	6	2
# Community Contacts, meetings, requests	8	12	16
# Planning Meetings held with faculty and staff	30+	30+	20+
#Administration requests for information, summaries, forms and/or reports	18	14	21

EFFICIANCY	2017-8	2018-9	2019-2020
# grants initiated (% of those requested)	16 (100%)	24 (100%)	15 (100%)
# grants withdrawn or not completed(%of those initiated)	5 (31%)	4 (16%)	1 (.07%)
# trainings/workshops for KCC performed by GDO (%of those requested)	3 (50%)	6 (100%)	2 (100%)
# administrative requests and reports produced (%of those requested)	17 (94%)	14 (100%)	21 (100%)
PD training sessions and webinars attended	27	52	63
# meetings attended both in person and on-line.			129
# KCC Public grant information website	1	1	1
# grant resources available, including forms and bibliographic references	N/A	1	2

EFFECTIVENESS	2017-8	2018-9	2019-2020
# of grants submitted (% of those initiated)	11 (69%)	20 (80%)	15 (100%)
% of grants funded	36%	80%	86% ¹
# trainings and workshops held	3	6	2
# websites developed and maintained	1.5	1.5	1
# faculty/staff contacts and meetings/panels/workshops (includes Zoom Contacts)	42	49	192
# PD opportunities attended (including webinars)	17	16	63

¹ Two grants were withdrawn due to the funding agencies deciding not to fund grants in their FY due to COVID. The grants were completed and submitted on time.

3. Program Student Learning Outcomes or Unit/Service Outcomes

List of the Program Student Learning Outcomes or Unit/Service Outcomes, program or Unit/Service Outcomes that have been assessed in the year of this Annual Review, assessment results, and changes that have been made as a result of these assessments.

PSLO1. Identify and pursue external funding opportunities to support institutional needs. The benchmark was 50 or more Opportunities per year. Assessed. Identified more than 50 grant opportunities and pursued 15 external funding opportunities to support institutional needs. Will re-assess in 2020-2021.

4. Action Plan

Based on findings in Parts 1-3, develop an action plan for your program or unit from now until your next Comprehensive Review date. Be sure to focus on areas to improve identified in ARPD data, student learning or unit/service outcomes, results of survey data, and other data used to assess your program or unit. This plan should guide your program/unit through to the next program/unit review cycle and must detail measurable outcomes, benchmarks and timelines. Include an analysis of progress in achieving planned improvements.

2019-2020 Action Plans

1. **Goal 1:** Pursue grant opportunities with PIs from KCC grants. Increase the number grants submitted by KCC PIs. *The number of grants submitted decreased, but the award amounts increased significantly. The number of requests submitted was 100%. The success rate increased from 80% to 86%. If we do not count the two that were withdrawn by the granting agency, the success rate was 100%.*
2. **Goal 2:** 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. *The existing site is operational, but will get updated to include more graphic illustrations, and to match the other formats for KauCC and include statistics on website visits. This improvement was delayed until FY 2020- 2021.*
3. **Goal 3:** 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 were submitted and funded. There is no change from 2019-2020.*
4. **Goal 4:** 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. *Completed.*
5. **Goal 5:** 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. *COVID changed delivery of this type of instruction, so sessions planned for 2020 were postponed. The Goal has been changed for FY 2020-2021 to include instructional videos and Zoom sessions on the improved Grant Website. MyGrant training was performed with OCET, who will now serve as a backup for the GDO, and will handle the UHF grants.*

6. **Goal 6:** 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. *Completed. A listing of grants is available on demand from the GDO from a secure folder in Campus Docs, and a bi-monthly report began circulation via Campus Docs beginning in August, 2020. The new bi-monthly Open Grants will resume in December 2020 and will include listings for foundation grants.*
7. **Goal 7:** 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 to the secure folder in the Campus Drive). Security and access remain issues, since requests for past grants needs to go through the PI directly or the GDO. These grants include sensitive intellectual and financial information and are not designed for general distribution.*

2020-2021 Action Plans

1. **Goal 1 (aligns with Strategic Goals 1-7, 8-10, 11-13, 16, 17-21):** Increase the number of grants for external funding for KauCC by 3%.
2. **Goal 2 (aligns with Strategic Goals 1-7, 8-10, 11-13, 16, 17-21):** Prepare and analyze Four Quarterly Grant Updates annually based on Financial Office (FO) monthly reports. Give analyses to Valerie Barko for Cabinet.
3. **Goal 3 (aligns with Strategic Goals 1, 2, 3, 4, 5, 7, 8, 10, 17, and 20):** Update the GDO website to match the other IE and KCC sites, and to include graphical information on grant processes and a way to count website “hits”. Target date is the end of FY21.
4. **Goal 4 aligns with Strategic Goals 1-7, 8-10, 11-13, 16, 17-21).** Prepare and post 4-6 bi-monthly updates of open grants including foundations and private donors, and disseminate these to the campus through the GDO website and Campus Docs. The number depends on election results and re-directed funding.
5. **Goal 5 (aligns with Strategic Goals 1-7, 8-10, 11-13, 16, 17-21)** Prepare a detailed outline and PowerPoint materials for a series of at least 4 instructional sessions on how the grant process works in the UH and UHCC systems, including instructions on ORS, RCUH and UHF as well as summarizing requirements and changes to major programs and foundation funding requirements, e.g., NSF Fastlane is now Research.gov. Record and disseminate at least two of these training sessions. Make these available to KauCC through the GDO Website or Campus Docs, where a UH ID will be required for access.

The date of the next Comprehensive Program Review (CPR) is Fall 2022

These goals and action plans will complete the fourth year of the department plan developed and initiated in 2017-2018 and aid the campus in becoming more efficient at generating external funding in support of KauCC goals and objectives.

5. Resource Implications

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