ANNUAL ASSESSMENT REPORT
AND
STRATEGIC PLANNING UPDATE
Year: 2004

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Section 1. Goals and Accomplishments

Goal 1: Goal 1. Academic Excellence: Assist the larger university in attaining national recognition as a top public educational research university.

- Working with Research Council, shortened the internal routing process for proposals from Colleges of Agriculture and Natural Resources, Arts and Sciences, Engineering, and Visual and Performing Arts
- Sponsored day-long grant writing workshop (97 attendees)
- Organized one program-specific seminar on NSF CAREER Program (14 attendees)
- Presented 5 NSF FastLane workshops (11 attendees)
- Presented 3 ORS Orientation seminars for “new faculty” (54 attendees)
- Presented seminar, “How to Write Grant Proposals” to Library staff (25 attendees)
- Presented session on preparing budgets for research proposals to Human Sciences graduate class (14 attendees)
- Instituted formal procedure to deal with proposals received too late to review
- Conducted 5 workshops on Community of Science (12 attendees)
- Conducted 3 seminars for graduate students: College of Education (for Greg Bowes-7 attendees); Political Science (15 attendees); and College of Education (for Judy Simpson-10 attendees)
- Met with individual faculty members to describe processes and establish research interest profiles
- Search for funding for specific projects as requested
- Through Extramural Research Promotion Program, supported trips for 36 faculty members to meet with potential sponsors
- Working with Research Council, shortened the internal routing process for sponsored project account budgets so that account numbers are usually assigned within 2 days of receipt of the award
- Submitted 798 proposals, an increase of 12.6 percent over FY03
- Processed 579 new awards totaling $45.8 M, a decrease of 11.7 percent in number of awards and $9.1 M in award totals
- Working with BWXT-Pantex initiated process for Department of Energy facility clearance, which will allow TTU researchers to participate in DOE classified projects
- Participated in New Faculty Orientation, sponsored by the Provost's office. Developed a display board for use at the orientation.
- Continued to provide monthly and year-to-date reports on proposals and awards
- Continued to provide ad hoc reports for tenure and promotion and in response to requests from faculty members and administrators

Goal 2: Goal 2. Engagement: Assist faculty, staff and other university offices in building community connections and creating economic development programs.

- Assisted faculty and staff in submitting proposals for community service and economic development projects
- A staff member attended three meetings of the South Plains Association of Governments to present information and respond to questions about proposals being reviewed under Executive Order 12372.

Goal 3: Goal 3. Technology: Appropriately utilize technology in the administration of research and sponsored projects.
• Continued Community of Science
• Redesigned and published new ORS website
• Implemented Collaborator Bulletin Board
• Maintained list of e-mail addresses for PIs
• Implemented electronic routing of exempt and expedited human subjects proposals, which reduced time required for approval from 10 days to 5 or less
• Continued practice of imaging proposals and award documents
• Migrated to a new web-deployed database system, InSTORS, in March 2004. Implementation and refinement continue. When fully implemented, anyone with e-Raider access will be able to generate reports on proposals and awards.
• Upgraded software to enable more efficient e-mail and e-scheduling connections

Goal 4: Goal 4. Partnerships: Assist faculty, staff and other university offices in building partnerships that expand research.
• Continued to assist faculty in developing and submitting collaborative proposals; issued and accepted subaward agreements as needed
• Assisted new faculty with transferring research projects to Texas Tech

Goal 5: Goal 5. Human Resources and Infrastructure: Maintain a quality staff and work environment in ORS and contribute to the maintenance of a quality research support staff in departmental offices and other administrative offices.
• Worked with Human Resources and Provost's Office to revise OP 32.17, Faculty Appointments and Titles
• Hosted 4 teleconferences for TTU and TTUHSC staff conducted by the National Council of University Research Administrators (49 attendees total), made tapes of conferences available for loan
• One staff member attended training conducted by the Department of Commerce on export control
• 4 staff members participated in meetings of professional organizations
• 7 staff members participated in professional development "How to Handle Difficult People with Tact and Skill"
• 1 staff member participated in professional development "Navigating the Rapids: Dealing with Difficult People and Situations."
• 2 staff members participated in professional development "Trust and Trustworthiness"
• 4 staff members attended Grants.gov training audio conference
• 2 staff members attended audio conference on use of A-133 audits
• 1 staff member was elected an alternate on the TTU Staff Senate for 2004-05

Goal 6: Goal 6. Tradition and Pride: Contribute to the image of Texas Tech as a research institution.
• Hosted PI party
• Advised the editor of VISTAS
• Made presentation on TTU research to Lubbock directors of state agencies

Goal 7: Goal 7. Institutional Advancement and Accountability: Ensure that all university research is conducted in a manner that is ethical, safe, legal, and fiscally responsible and in compliance with the policies of the university and the sponsoring agencies.
• University OPs were reviewed as scheduled
• No compliance issues were identified in audits
• The university continued active participation in Phase IV of the Federal Demonstration Partnership
• Presented 3 ORS Orientation seminars for "new faculty" (54 attendees)
• Added information on export control to the ORS web site and established procedures for identifying projects subject to export control
• Provide administrative support to the TTU Committee for Protection of Human Subjects (527 active protocols), updated forms to correspond with revised committee procedures
Section 2. Universal Quantitative Data

There are no Universal Quantitative Data for this area/unit.
## Section 3a. Quantitative Information

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There is No Area Specific Data in Fall Section.
There is No Area Specific Data in Fiscal Year Section.
Section 3b. Qualitative Information.

There is no qualitative information for the current year.
Section 4. Strategic Planning Update.

There is no strategic plan update for the current year.

Commentary:
In FY04 the Office of Research Services continued to fulfill its primary function of providing support to faculty members in the pursuit of external funding. The faculty submitted more proposals but received fewer awards. Total funding for sponsored projects decreased by 16.6 percent.

Implementation Plan:
Initiatives for FY05 are: 1. Reinstitute Multidisciplinary Seed Grants Program. This will required $200,000 2. Develop series of training sessions on research administration topics for departmental administrators and PIs. This will require significant staff time and may not be possible with existing staff levels. 3. Develop for implementation in FY 2006 workshops in using Grants.gov and other federal e-initiatives. Additional resources are not required. 4. Plan and host in cooperation with Sponsored Programs Accounting and Reporting the Big XII Sponsored Programs Conference in Lubbock. This will likely require $2,000 to 3,000 in university funds plus staff time. 5. Continue implementation and development with Information Technology of data base for tracking and reporting proposals and awards. 6. Continue to image files. 7. Undertake thorough review of policy on conflicts of interest in research with Research Council.