

Support Unit Review Strategic Implementation Agreement-v3-20180406

The primary goal of the Support Unit Review (SUR) process is to provide a mechanism to ensure improvement of support units on a continuous basis. This form has been designed to support the primary goal of the SUR process by containing a set of recommendations that were developed by the VP of the division in which the unit being reviewed resides. The recommendations need to take into account the results of the support unit review and input from both the head of the unit reviewed and the VP to which the unit head reports. The expectation is that the Recommendations, Proposed Actions and Expected Results will reflect a detailed discussion of the review in a meeting between the VP, the head of the unit reviewed and other appropriate parties.

The form is to be completed by the Vice President of the division in which the unit reviewed resides or the vice president's designee.

A copy of the implementation agreement should be held in the vice president's office and in the original file containing documentation of the review. Implementation documentation should be in a form that can be reviewed prior to the next support unit review.

Date and time of the review discussion meeting:

Review discussion meeting attendees:

Recommendations, Proposed Actions and Expected Results:

Recommendations	Proposed Actions	Expected Results
1. Have pre award meet with post award on a regular basis to understand sticking points as voiced by the faculty and work together on resolutions.	Establish a standing pre- and post-award monthly staff meeting.	Pre- and post-award staff will be more engaged with the entire research enterprise on campus.
2. Consider co-locating pre and post award or at least have them each periodically attend each other's staff meetings.	Have discussions with the VPs of Academic Affairs and Business & Finance to see if co-locating pre- and post-award is possible. Brainstorm ways in which the two units can increase daily communication.	PIs will have a more robust support system from grant development through award close-out.
3. In order to understand the complexities of each of their functions it is often helpful to have staff job shadow each other. Post award could sit next to pre award for brief periods to see how they prepare awards. Pre award could sit next to post award to experience what it takes to be a good grant analyst. Human resources would benefit from this as well. Understanding the other	Work with Post-Award Manager to develop a list of pre- and post-award functions/activities to be shadowed. Will reach out to other units involved in grant touchpoints (human resources, faculty affairs).	Staff receive cross training and additional professional development opportunities.

persons job will lead to team building, positive suggestions for process improvement and a better understanding of how to explain the whole process to faculty.		
4. Formal kickoff meetings should be organized when an award is received between the pre award office, post award analyst, the budget analyst and the principal investigator. The 30 minutes spent upfront will allow a clear understanding of what is allowed on the grant and handoff of any pre-award knowledge to post award.	Formal grant start-up meetings are currently being held for all new grant awards. We will continue to hold these meetings.	Principal Investigator has the information, contacts, and support they need to successfully manage their award.
5. Put in place measurable metrics as part of the annual goals to help focus actions. Include college deans in establishing submission and funding goals for their colleges.	The ORSP strategic plan will be reviewed and updated, with input from the provost, college deans, and other stakeholders.	The ORSP strategic plan will include a set of measurable objectives that guide the daily work of the office.
6. List metric goals and progress on ORSP website and present periodically to Provost and campus.	Update ORSP website to include bi-annual updates on grant and contact submissions and awards.	Grant and contract submission and award activity will be transparent to the campus community.
7. As identified earlier it is important to actively market the research opportunities to faculty. Each faculty member is unique in their research interest and their experience with writing grants. Reaching out to them in small groups or a 1:1 basis is the most effective approach.	ORSP will design an outreach plan to provide faculty information on ORSP resources and services and provide an opportunity for ORSP staff to learn about faculty research interests.	There will be an increase in the number of faculty who are aware of ORSP services and resources. ORSP staff will be able to better support faculty knowing more about their RSCA interests and external funding goals.

The following individuals have reviewed the recommendation, proposed actions and expected results.

	Signature	Date
Unit Head/Director	<u>Joyce Bell</u>	<u>3/26/2021</u>
Division Vice President	<u>Kimberly Lacey</u>	<u>3.29.2021</u>