

Timestamp	4/9/2013 11:40:07
Username	mharris3@austincc.edu
Unit Name	Grants Development
What improvements have been planned implemented	<p>Improvements planned are to develop an automated system for establishing grant priorities, setting annual goals, tracking annual and new grant opportunities, managing pre-award activities/deadlines, customizing reports, and managing post-award activities.</p> <p>Post-award support would be initiated in order to assist ACC grant managers/PI's in establishing their grant project, monitoring progress as it relates to established timeline, goals and objectives, monitoring use of funds, insuring report compliance, and assisting with close-out of completed grant projects.</p>
How did you decide that these improvements would benefit your unit or what weakness is the unit trying to improve	<p>Grants Development does not have a system that coordinates all activities from planning/goal setting to post-award. The necessity for an improved system was determined through planning sessions within the department and research of systems used by other community college resource development departments. Such a system would streamline the process for working with departments and help insure deadlines are met on time. Also, a coordinated system will lessen the occurrence of ACC potentially being in noncompliance of a grant due to missed reporting deadlines.</p>
Description of what measures are going to be used to determine if the improvements were successful	<ol style="list-style-type: none"> 1. System is in place and being used by all grant department personnel. 2. Decreased errors on grant activity reports. 3. Decreased time to generate reports. 4. Customized reports are generated upon request. 5. A proactive approach for anticipating upcoming grant opportunities is available through system output/ 6. Post-award procedures are put in place, disseminated to grant managers/PI's 7. System for tracking post-award deadlines is established. 8. Post-award reports are submitted on time.

<p>baseline data used to determine improvements were needed</p>	<p>Currently the grants department is using excel spreadsheets to track grant activities. Activities tracked include: in process, submitted, awarded, not funded, No longer being pursued, in concept, search request, and non-monetary awards. The grant writers and the Executive Director notifies the Administrative Assistant through email when the status of a project has changed (i.e. from in process to submitted) The AA then updates the excel spreadsheet. The current system is labor intensive and prone to multiple errors.</p> <p>Also, the department currently does not have an automated system to notify grant managers/PI's of post-award deadlines (quarterly, annual, end of grant reports). With the addition of a Grants Compliance Officer the department was able to develop a system for tracking post-award activities (in process reviews, quarterly/annual reports, compliance with established timeline, end of project reports). The current system is dependent on the use of excel spreadsheets and excessive data input.</p> <p>Through investigation of processes used in grant development departments at other colleges, it was determined that a more automated, streamlined process would benefit ACC.</p> <p>Through conversations with potential grant project managers at the college, some are reluctant to apply for external funding because of the added</p>
<p>target goal data that shows your improvements have achieved your goals</p>	<p>Anticipated goals are:</p> <ol style="list-style-type: none"> 1. Quicker response by the department in accessing data. 2. Less errors on generated reports. 3. On-time submission of reports by grant project managers 4. Increased post-award communication between grant development and grant managers/PI's. 5. Increased willingness by staff and faculty to apply for external funding.

<p>current data where you are currently in reaching your target</p>	<ol style="list-style-type: none"> 1. Continuing to research off-the-shelf grant management systems. 2. Addition of a Grants Compliance Offer to the department. 3. A tracking tool has been developed on Excel to track compliance of 3 large DOL TAACCCT grants. 4. 1st quarter reports for DOL TAACCCT grants were submitted on time. 5. Communication between Grants Development, Restricted Accounting and grant project managers as increased since addition of a Grants Compliance Officer.
<p>Narrative</p>	<p>Grants Development department is still researching off-the-shelf system to track resource development. To date one system is being seriously considered but additional research on the capabilities of the system in comparison to ACC's needs further investigation. Funding for the system will need to be requested through the appropriate channels at ACC.</p> <p>The department goal for implementation was to select a system, request funding, purchase the system license, attend training, and have the a desire to research additional system, goal to implement by the end of FY2013 will not be met. However, the hiring of a Grant Compliance Office has give the department the opportunity to proceeded with post-award activities without a fully automated system.</p>
<p>Unit Review Leader</p>	<p>Mary Harris</p>
<p>Link to merged Doc</p>	<p></p>
<p>Merge Status</p>	<p></p>
<p>Document Merge Status</p>	<p></p>