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Unit Name: Grants Development

1.

What improvements have been planned/implemented:

Develop an automated system for establishing grant priorities, setting annual goals, tracking annual and new grant opportunities, managing pre-award activities/deadline, customizing reports, and managing post-award activities.

2.

How did you decide that these improvements would benefit your unit or what weakness is the unit trying to improve:

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.

3.

Measures: what measures are going to be used to determine if the improvements were successful.

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. Grant Development department is able to generate customized reports upon request.
5. Grant Development department is able to anticipate upcoming grant opportunities based on 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.

3a. Baseline data: the data used to determine improvements were needed

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. Also, the department

currently does not have a system to notify grant managers/PI's of post-award deadlines (quarterly, annual, end of grant reports).

Through investigation of processes used in grant development departments at other colleges, it was determined that a more automated, streamlined process would benefit ACC.

3b. Target goals: the data that shows your improvements have achieved your goals

Currently, the grant development department is unable to establish quantifiable goals. Anticipated goals are:

1. Quicker response by the department in accessing data.
2. Less errors on generated reports
3. Real time update of the status of projects by all members of the department.
4. Increased post-award communication between grant development and grant managers/PI's.

3c. Current data: where you are currently in reaching your target

Currently researching off-the-shelf grant management systems.

Narrative:

Currently the Grants Development department is 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 still needs to be conducted.

The department goal for implementation is to select a system, request funding, purchase the system license, attend training, and have the process in operation by the end of FY2013.