Office of Research and
Sponsored Projects (ORSP)
Texas A&M University-Texarkana

STRATEGIC PLAN

2022-2027

TEXAS
A&M
UNIVERSITY
TEXARKANA™

OFFICE OF

**Research and
Sponsored
Projects**

The Office of Research and Sponsored Projects (ORSP) is a central resource to support research and sponsored projects for the university community. The office is responsible for pre-award activities such as: endorsing and authorizing proposals; and assisting in budgeting submitting proposals for federal and state agencies, foundations, and other public and private sources. The ORSP also provides post-award services to assist PIs with the financial management of projects, monitoring the financial status of projects, and maintaining project records and reports.

PURPOSE OF THIS PLAN

The purpose of this planning document is to outline actions and tasks for the strategic direction, goals, objectives, activities, and function of the Office of Research and Sponsored Projects. This document articulates our commitment to supporting faculty, staff, and students for research, grants, and sponsored projects. It is a living and breathing document that will be revised as needed.

VISION

The vision of the Office of Research and Sponsored Projects is to create an outstanding climate of support to foster a culture of research, grants, and sponsored projects among the faculty, staff, and students to pursue funding from federal, state, and private agencies.

MISSION

The Office of Research and Sponsored Projects aims to promote, facilitate, and enhance research, scholarly activities, grants, and sponsored projects, and provide services to the university community in research-related training and development, funding opportunities, and securing external funds from public and private agencies.

CORE VALUES

Creativity and Innovation – A commitment to continuous excellence, quality improvement through creativity and innovation.

Excellence – A commitment to excellence in fostering, enabling, and seeking funds for faculty, staff, and students for research, grants, and sponsored projects.

Service with Integrity – A commitment to serve the campus community and external constituents with integrity, responsiveness, and accessibility in an ethical manner.

Accurate and Timely Data – A commitment to provide timely, accurate and consistent data to the university community and external organizations.

Compliance – A commitment to adhere to all federal, state, and other funding agencies, including university research compliance policies.

GOAL 1:
ESTABLISH AND ENHANCE INFRASTRUCTURE TO SUPPORT UNIVERSITY COMMUNITY IN RESEARCH, SCHOLARLY, AND CREATIVE ENDEAVORS; GRANTS; AND SPONSORED PROJECTS.

SER #	OBJECTIVES	STRATEGIES/ ACTIONS	PERFORMANCE INDICATORS/MEASURES
1	*Increase awareness of funding opportunities to faculty, staff, and students.*	• **Strategy 1:** Identify and disseminate funding opportunities to the university community. • **Strategy 2:** Work collaboratively with colleges and departments to submit proposals for funding opportunities. • **Strategy 3:** Be initiative-taking with funding agencies in identifying funding opportunities.	1. Number of faculty utilizing funding opportunity database. 2. Number of grant proposals each semester (Fall, Spring & Summer).
2	*Enhance administration infrastructure to support submission of grants and contracts.*	• **Strategy 1:** Develop forms, templates, and policy guidelines to expedite the proposal submission process. • **Strategy 2:** Implement a system to track grant submissions and awards. • **Strategy 3:** Explore electronic research administration (ERA) systems to streamline the proposal submission and management process.	1. Number and type of grant forms and templates available on ORSP website. 2. Monthly grant submission/ award tracking system

GOAL 1:
ENHANCE OUR LONG-LASTING CONNECTIONS, COLLABORATION, OUTREACH, SERVICE AND ENGAGEMENT WITH STAKEHOLDERS AND COMMUNITIES - OUR CITY, REGION, STATE, NATION, AND BEYOND

SER #	OBJECTIVES	STRATEGIES/ACTIONS	PERFORMANCE INDICATORS/MEASURES
3	*Provide educational tools and host workshops to enhance research, grant writing and sponsored projects to the university community.*	• **Strategy 1:** Organize workshops, webinars and trainings on various topics related to research, grants, and sponsored projects. • **Strategy 2:** Connect faculty with external grant development programs and webinars at other institutions and agencies. • **Strategy 3:** Increase resources, tools, and travel funds for university community to attend conferences and workshops for grants and research opportunities. • **Strategy 4:** Seek opportunities to partner with private agencies with similar research interests. • **Strategy 5:** Invite grant writing experts to campus to offer workshops on ways to increase grant success rates.	1. Number of grants, research, and sponsored projects trainings/workshops for university community. 2. Number of faculty attending workshops and conferences. 3. Annual research networking mixers with local community agencies.

GOAL 2:
ASSURE THAT TEXAS A&M-TEXARKANA IS, AND REMAINS, IN COMPLIANCE WITH FEDERAL, STATE, LOCAL LAWS/REGULATIONS, AND UNIVERSITY POLICIES.

SER #	OBJECTIVES	STRATEGIES/ ACTIONS	PERFORMANCE INDICATORS/MEASURES
1	*Increase awareness of and compliance with policies governing research (e.g., use of human subjects, animals, etc.).*	• **Strategy 1:** Develop compliance resource materials (e.g., policy and procedures manuals) for Principal Investigators to increase awareness of and help ensure compliance with sponsored projects. • **Strategy 2:** Review polices and standard operating procedures regularly to ensure they are in line with regulatory guidelines and requirements and update as needed. • **Strategy 3:** Provide information and training to principal investigators and support staff concerning sponsor requirements. • **Strategy 4:** Work with Research Advisory Council and Compliance Officer to implement compliance procedures.	1. Policy and procedures manuals (e.g., export controls, research ethics & compliance, human subjects research, etc.). 2. Number of compliance trainings each year. 3. Number of faculty/staff attending compliance trainings. 4. Number of compliance meetings.
2	*Ensure that all federal guidelines for IRB, IACUC and IBSC are adhered to by all researchers.*	• **Strategy 1:** Implement online submission process for all research compliance. • **Strategy 2:** Use online submission program for post-approval monitoring. • **Strategy 3:** Use online submission program reports to capture metrics. • **Strategy 4:** Increase educational opportunities by offering videos and webinars to provide researchers with information needed for matters related to compliance.	1. Number and types of research compliance videos/ webinars on ORSP website.

GOAL 3:
INCREASE TEXAS A&M-TEXARKANA'S RESEARCH VISIBILITY.

SER #	OBJECTIVES	STRATEGIES/ ACTIONS	PERFORMANCE INDICATORS/MEASURES
1	*Establish strategies to communicate ORSP activities and accomplishment both internally and externally.*	• **Strategy 1:** Collaborate with university marketing to highlight ORSP accomplishments. • **Strategy 2:** Create ORSP newsletter to highlight faculty, staff and student research accomplishments and announce ORSP trainings/webinars. • **Strategy 3:** Use social media and other tools to enhance visibility of ORSP accomplishments. • **Strategy 4:** Communicate ORSP work and outcomes to local, state, and national elected representatives. • **Strategy 5:** Provide talking points for local and regional media outlets to highlight important research and grant work.	1. Quarterly ORSP newsletter. 2. Number of views on social media account(s). 3. Number of articles in local newspapers.
2	*Increase regular communication with faculty, staff and students regarding research and grant opportunities.*	• **Strategy 1:** Develop brown bag opportunities for faculty and staff to share information about research and grant opportunities. • **Strategy 2:** Host research happy hour for faculty and staff to have forum to ask questions and share information about research and grant opportunities.	1. Number of faculty and staff attending quarterly brown bag luncheon. 2. Number of faculty and staff attending monthly research happy hour.

GOAL 4:
INCREASE PRODUCTIVITY OF THE OFFICE OF RESEARCH AND SPONSORED PROJECTS AT TEXAS A&M-TEXARKANA.

SER #	OBJECTIVES	STRATEGIES/ ACTIONS	PERFORMANCE INDICATORS/MEASURES
1	*Partner with the Office of Advancement to engage alumni to enhance ORSP infrastructure and activities.*	• **Strategy 1:** Work with the Office of Advancement to identify potential donors to fund ongoing projects or infrastructure needs. • **Strategy 2:** Collaborate with the Office of Advancement to organize campaigns for raising funds for ORSP projects or infrastructure.	1. Annual ORSP funding raising campaign.
2	*Foster collaborations internally between departments and colleges as well as other external institutions for joint proposals.*	• **Strategy 1:** Building relationships with industry partners and other institutions, including international partners, for joint proposals. • **Strategy 2:** Forge partnerships with local, regional, and national organizations.	1. Number of events with community agencies.
3	*Recognize and reward faculty, staff and students for research and programmatic accomplishments.*	• **Strategy 1:** Publicize, recognize, and reward faculty, staff, and student research.	1. Number of faculty and students participating in annual research symposium.