ANNUAL ASSESSMENT REPORT
AND
STRATEGIC PLANNING UPDATE
Year: 2008

Area or Unit Name: OFFICE OF RESEARCH SERVICES
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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.

- Processed 554 new awards totaling $57.5M
- Continued to provide 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
- Provided funding for faculty members to meet with sponsors and collaborators
- Sponsored day-long, cross-cutting, grant writing seminar, in conjunction with the HSC. This event was beamed out to Abilene, Junction, Fredericksburg and San Angelo. (72 attendees)
- Sponsored half-day proposal writing seminar for Humanities faculty (24 attendees)
- Organized one program-specific seminar on NSF CAREER Program (6 attendees)
- Presented 2 NSF FastLane workshops (15 attendees)
- Presented 5 ORS Orientation seminars for new faculty members (45 attendees)
- Organized and presented seminars and workshops to instruct research faculty and staff on use of new government-required proposal system, Grants.gov (2 seminars, 24 attendees)
- Made presentations to 3 graduate classes as guest lecturer: Dr. Gary Edson, Museum Sciences (13 attendees); Dr. Dottie Bagwell, Applied and Professional Studies Department (5 attendees); Ben Goh, Nutrition, Hospitality and Retailing (12 attendees)
- Presented 5 Budget Basics workshops (33 attendees)
- Presented campus-wide faculty briefing for THECB ARP program (7 attendees)
- Presented one workshop on effective use of research tool, Community of Science (6 attendees)
- Participated as speakers with an informational display at the New Faculty Orientation organized by the Provost’s Office; developed a PowerPoint slide show for use at the display
- Met with individual faculty members to describe processes and establish research interest profiles
- Searched for funding for specific projects as requested
- Made presentation at School of Mass Communications Brown Bag Seminar (25 attendees)
- Submitted 803 proposals

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
- One Staff member served on evaluation committee for United Way

Goal 3: Goal 3. Technology: Appropriately utilize technology in the administration of research and sponsored projects.

- Continued Community of Science
- Maintained ORS web site
- Continued to image proposals and award documents
- Continued on-line reporting from web-deployed database system, InStORS: Anyone with e-Raider access can generate both standard and ad hoc reports on proposals and awards
- Participated in quarterly meetings of Fiscal Systems Advisory Committee
- ORS staff continued to expand world-wide-web e-business capabilities using resources in all phases of electronic research administration
- Expanded web-enabled reporting interface
Goal 4:  Goal 4. Partnerships: Assist faculty, staff and other university offices in building partnerships that expand research.

- Continued to assist faculty members in developing and submitting collaborative proposals; issued and accepted subawards as needed
- Assisted new faculty members with transferring research projects to TTU
- Assisted departing TTU faculty in transferring awards to their new institutions
- One staff member visited Sandra Hudson (Contracting Officer) and Robert Barker (Program Officer) at AFOSR in Arlington, VA
- One staff member visited with contracting officer and contracting specialist at RDECOM (Aberdeen Proving Grounds, MD)

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.

- All staff members attended and participated in meetings of professional organizations and programs and workshops related to their jobs
- One staff member served on TTU Quality Service Award Ceremony Committee
- One staff member served on National Council of University Research Administrators, Region 5 Award Selection Committee
- One staff member served on the Staff Senate, Staff Senate Executive Board and Staff Senate Issues Committee
- One staff member served as chair of the Development subcommittee of the National Council of University Research Administrators
- Director met monthly with staff members in Institutional Advancement and the HSC research division
- Held weekly staff meetings
- Four staff members began work toward master’s degrees
- IRB Chair • received national certification in 2008 as Certified Institutional Review Board Professional • attended the national PRIM&R Conference in 2008 • poster accepted and presented at the 2008 PRIM&R Conference • member, Public Responsibility in Medicine and Research
- IRB Coordinator • received national certification in 2008 as Certified Institutional Review Board Professional • attended the national PRIM&R Conference in 2008 • poster accepted and presented at the 2008 PRIM&R Conference • member, Public Responsibility in Medicine and Research

Goal 6:  Goal 6. 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.

- Continued active participation in Phase IV of the Federal Demonstration Partnership
- Underwent annual review by Defense Security Service
- Cooperated extensively with the Office of Naval Research, the National Science Foundation, and the Air Force Office of Scientific Research to ensure timely submission of final reports and closeout documents
- Provided administrative support to the TTU committee for protection of human subjects: • 1014 active protocols (increase of 18% from FY07) • 488 new human subjects proposals processed • 1174 activities reported which include IRB reviews and terminations • Arranged 5 full board IRB meetings • Trained four new IRB reviewers • Network visits to Rice and University of Houston
- Made IRB presentations to six groups with average of 12 attendees in College of Human Sciences, College of Education, College of Arts and Sciences
- Assisted in development of O.P. 74.12 policy of research participant payments
- Institutional Review Board website was used in usability testing for ENGL course assignment
- Improved compliance monitoring of proposals with human subjects, biosafety, animal care and use and radiation
Section 2. Universal Quantitative Data

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

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<thead>
<tr>
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<th>Calendar Year</th>
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<tr>
<td></td>
<td>2003</td>
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<tr>
<td>Proposals Submitted</td>
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<tr>
<td>Amt Awards Received</td>
<td>54.9</td>
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<td>36.5</td>
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<td>IPA-type assignments</td>
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</table>
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.
Commentary:

There is no commentary for the current year.

Implementation Plan:

There is no implementation plan for the current year.