GOALS AND OBJECTIVES ACHIEVED FOR FY 2012

- Streamline Grants.gov proposal preparation, reduce the risk of submission errors, and improve the quality and accuracy of sponsored funding proposals by implementing a Web application that simplifies the creation, review, approval, and electronic submission of proposals.
  
  **Goal accomplishment:** The Office of Sponsored Programs (OSP) implemented the Cayuse System-to-System interface for Grants.gov proposal submissions on March 12, 2012. The system has streamlined the amount of data entry required for submissions and provided data validation and error checking in advance of proposal transmission.

- Improve quality and timeliness of contract and award negotiation and set-up practices.
  
  **Goal accomplishment:** In FY 2012, the contracts team implemented a new contract triage system and conducted extensive training on negotiating contracts with a goal of continuous improvement. The team successfully executed 1,115 funded agreements with an average negotiation time of 31.5 days. This is an improvement over FY 2011, in which the team executed 735 funded agreements with an average negotiation time of approximately 42 days.

- Collaborate with the Controller’s Office to update and improve procedures for managing sponsor funded/loaned equipment and update and expand the staff training matrix to incorporate the new methods.
  
  **Goal accomplishment:** Post-award has been working with the fixed assets and equipment inventory services department to update OSP-15-03, Identification and Reporting of Sponsor-Funded Property. This procedure is being renamed to a more appropriate description of “Acquisition, Ownership, Reporting, and Disposition of Sponsor-Funded Property” and is to be finalized in the first quarter of FY 2013.

- Implement best practices for award closeout such that 95 percent of ended-project files are closed within six months of the project end-date.
  
  **Goal accomplishment:** Post-award has developed monthly reports and placed an emphasis on management monitoring of project closeout status. Progress has been made but further improvement is expected. At the end of FY2011, 51% of projects needing closeout were 90+ days beyond their project end date. By the end of FY2012, that rate is down to 26%.&

- Collaborate with Virginia Tech Application Information Systems, Research IT staff, and others to develop a database for award and contract tracking to provide OSP with workload management tools and present status information to the faculty and staff in formats that are easy to access and easy to understand.
  
  **Goal accomplishment:** The contracts team, in conjunction with the Research Administration Project (RAP) team, completed user requirements for an award tracking system to be implemented in FY 2013. Approval was obtained from the RAP Steering Team to make this project completion a priority in the coming year.

- Enhance OSP outreach to faculty members and departments. Continually update the OSP website with examples and checklists for easier reference, plan visits for OSP staff to see and hear about the research that they facilitate, and continue to educate the campus about the at-risk proposal process in order to strengthen OSP’s working relationship with the faculty.
  
  **Goal accomplishment:** The vast majority of OSP policies and procedures were updated in FY12, and the website underwent renovations to improve its usability. Staff continued to make a number of field trips to speak with faculty and develop an understanding of their research.

MISSION STATEMENT

To provide the best service possible to the Virginia Tech faculty and staff in their pursuit and administration of external funding.
Additional Accomplishments

- Four OSP administrators achieved the status of Certified Research Administrator.
- Nine administrators completed the training required for the university’s Level I Research Administrator Certificate. Thirteen completed the training required for the university’s Level II Research Administrator Certificate.
- Eleven OSP employees received official recognition awards from the Office of the Vice President for Research recognizing outstanding contributions to the organization. This includes one at the Gold level and five at the Silver level.
- The office launched a financial and administrative compliance function and hired a manager to lead it. The initial assignment is to reduce the number of late payroll funding transfers and ensure that documentation for funding transfers is complete and explanatory.
- Subcontract payments transitioned from being paid by accounting vouchers to HokieMart.
- The turnover rate among administrators has been reduced considerably, which has had a corresponding positive impact on morale. There were no departures other than one retirement in the latter half of FY 2012.
- The office implemented a pending proposal system which provides faculty with automated e-mail notifications of approaching deadlines. It also gives managers in the pre-award section more visibility of the work pending, helping them manage workloads and efficiency.

GOALS AND OBJECTIVES for FY 2013

Reduce the risk of submission errors and improve the quality and accuracy of sponsored funding proposals by implementing easy-to-use Web applications that simplify the creation, review, approval, and electronic submission of grant proposals to meet sponsor administrative requirements.

Review current contract and award negotiation and set-up practices to identify additional areas where improvements can be made in the quality and timeliness of award set-up and implement identified improvements. Collaborate with Virginia Tech Application Information Systems, the RAP team, Research IT staff, and others to implement the planned database for award and contract tracking to provide workload management tools and present status information to the faculty and staff in formats that are easy to access and easy to understand.

Collaborate with the Controller’s Office to improve processes, tools and reports and reduce the number of very late payroll funding transfers.

Continue to improve administrative processes by identifying and implementing best practices for award closeout such that the majority of ended project files are closed within six months of the project end date.

Further enhance OSP outreach efforts to university faculty and departments. Continually update the OSP website with examples and checklists for easier reference; plan visits for OSP staff to visit, see, and hear about the research that they facilitate; and continue to educate the campus about the at-risk proposal process in order to strengthen OSP’s working relationship with the faculty.