

III. NECESSITY OF UNIT'S PRIMARY FUNCTIONS OR SERVICES

OPTIONAL:

Section III. Documentation

(Insert any section III. documentation in PDF immediately after this divider page.
Refer to this documentation in the relevant text field(s)
in section III. of the Service Unit Review template.)

V. EFFECTIVENESS OF UNIT COMMUNICATIONS

V.B.

Unit Literature Review Table

(Insert the completed table in PDF immediately after this divider page.)

SERVICE UNIT NAME: GMO	AUTHORING TEAM CONTACT: Natalie Greenwell
PHONE: 972-985-3768	E-MAIL: Click or tap here to enter text.

UNIT LITERATURE REVIEW TABLE

Title	Type <small>(Examples: URL, brochure, handout)</small>	Date of Last Review/Update	Status <small>(Mark all that apply.)</small>	Responsible Party
Grants Gossip	Digital Newsletter	10/1/2024	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Accurate <input checked="" type="checkbox"/> Relevant <input checked="" type="checkbox"/> Available	Assistant Director Post Awards
Grants website	www.collin.edu/grants	12/15/2024	<input checked="" type="checkbox"/> Current <input checked="" type="checkbox"/> Accurate <input checked="" type="checkbox"/> Relevant <input checked="" type="checkbox"/> Available	Director
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	<input type="checkbox"/> Current <input type="checkbox"/> Accurate <input type="checkbox"/> Relevant <input type="checkbox"/> Available	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	<input type="checkbox"/> Current <input type="checkbox"/> Accurate <input type="checkbox"/> Relevant <input type="checkbox"/> Available	Click or tap here to enter text.

V. EFFECTIVENESS OF UNIT COMMUNICATIONS

OPTIONAL:

Other Section V. Documentation

(Insert any other section V. documentation in PDF immediately after this divider page.
Refer to this documentation in the relevant text field(s)
in section V. of the Service Unit Review template.)

GRANTS GOSSIP

A MINI PUBLICATION OF GRANTS MANAGEMENT



SPOOOOOKYEEEEEE

It's the season for scary movies. Here are a few frightening films that made our skin crawl and our throats tighten.

MISERY - It's halfway through the grant period, and no one has been hired...

Shaun of the Dead - Will his insatiable appetite for more grant reports ever end!?!?

Resident Evil - Dual databases! Need we say more?

I know What You Did Last Summer - but it's not an allowable grant expense.

SAW - and a ventilator, and a sterilizer, and an X-ray machine! What new equipment will they need next!?

GHOSTed - They sent in the proposal but never heard back...

Rosemary's Baby Manikin - It's missing!

Special Double Feature: **Frankenstein** - They thought they could combine funds without an amendment request! And **SCREAM** - There are unexpended funds and less than 30 days before the grant ends. Yikes!!

HAPPY HALLOWEEN, EVERYBODY!

ANNOUNCEMENTS

Congratulations

- **Landon Larocque** and **Cesar Lopez-Maldonado** on the **\$446,852** National Science Foundation Enhanced Robotic Welding Education for Technicians grant.
- **Collin College** on the **\$1,175,254** Texas Higher Education Coordinating Board Carl Perkins Basic grant to assist students with unique or special circumstances in completing their technical education program.
- **Amy Wilson** on the **\$290,990** Nursing Shortage Reduction Program grant funded by the Texas Higher Education Coordinating Board.
- **Leon Deutsch** on the **\$144,827** Texas Workforce Commission JET grant benefitting the Medical Assisting and Phlebotomy departments.
- **Jeanne Johnson** on the **\$133,400** Department of Transportation Commercial Motor Vehicle Operator Safety Training Program grant.
- **Dr. Gilbert Abel** and the **Construction Management Department** on the **\$3,600** TEXO Foundation Grant for the purchase of field surveying modern equipment for students.

If you are interested in a grant, reach out to the Grants Management department for assistance.

VI. EFFECTIVENESS OF UNIT STAKEHOLDER RESOURCES AND PARTNERSHIPS

VI.

Unit Stakeholder Resources and Partnerships Table

(Insert the completed table in PDF immediately after this divider page.)

SERVICE UNIT NAME: Grants Management Office	AUTHORING TEAM CONTACT: Natalie Greenwell
PHONE: 972-985-3768	E-MAIL: Click or tap here to enter text.

UNIT STAKEHOLDER RESOURCES AND PARTNERSHIPS TABLE

Stakeholder	Type of Relationship	Formal Agreement Duration, If Any	How Is It Valuable to the Unit?
Frisco, McKinney, Wylie, Rockwall, Plano, Allen, Farmersville, and Celina Economic Development Corporations	Collaborative relationship that focuses on workforce development and training, job creation, economic growth, grant and funding partnerships, internships and apprenticeships	No formal agreement	The EDCs are able to vet companies and introduce the college to decision makers at businesses in need of grant funded training.
Texas Workforce Commission (TWC)	Collaborative public-sector partnership designed to enhance workforce skills and drive economic development	Agreements are created for each grant awarded and last the duration of the grant depending upon the funding initiative	The TWC supports workforce and apprenticeship training and seeks community college partners to promote initiatives such as the 60 x 30, Texas Strong and the Adult Education and Literacy Program.
Texas Higher Education Coordinating Board (THECB)	Regulatory and funding based partnership that ensured quality, accessibility and alignment of higher education with workforce needs.	Agreements are created for each grant awarded and last the duration of the grant depending upon the funding initiative	The THECB provides the annual Perkins allocated grant and the Texas Reskilling and Upskilling Education grant supporting community college students.

Workforce Solutions North Central Texas	Collaborative partnership focused on workforce development and education	Newly established three-year Memorandum of Understanding to share and work in tandem.	Supportive of all grant initiatives.
Texas Semiconductor Technology Hub	Multi-institution group led by SMU to respond to the EDA Semiconductor grants.	Pending five-year sub award agreement if awarded.	Connected to university and business entities through this partnership to lead to future educational programs.
University of Texas at Dallas	University lead for two grants: semiconductor planning grant and BEACONS Battery and Energy Storage grant.	Five-year grant subaward agreement	Experience and connection to federal grant awarding agencies for pending and future awards.
Texas A&M University at Commerce	University lead for an NSF SSTEM CSAC grant.	Five-year grant subaward agreement	Direct cost of attendance assistance to Collin students. Agreeme
CSG Forte Payments, Inc.	Corporate Partner	Memorandum of Understanding for the duration of the Skills Development Fund Grant. May be extended if needed.	Allows us to remain relevant to our offerings because the provided training increases the skills and ultimately the wages of the employees.
FlexLink Systems, Inc.	Corporate Partner	Memorandum of Understanding for the duration of the Skills Development Fund Grant. May be extended if needed.	Allows us to remain relevant to our offerings because the provided training increases the skills and ultimately the wages of the employees.

Netrio	Corporate Partner	Memorandum of Understanding for the duration of the Skills Development Fund Grant. May be extended if needed.	Allows us to remain relevant to our offerings because the provided training increases the skills and ultimately the wages of the employees.
Portable Solar, LLC	Corporate Partner	Memorandum of Understanding for the duration of the Skills Development Fund Grant. May be extended if needed.	Allows us to remain relevant to our offerings because the provided training increases the skills and ultimately the wages of the employees.
StatLab Medical Products, LLC	Corporate Partner	Memorandum of Understanding for the duration of the Skills Development Fund Grant. May be extended if needed.	Allows us to remain relevant to our offerings because the provided training increases the skills and ultimately the wages of the employees.
AXL, LLC	Corporate Partner	Memorandum of Understanding for the duration of the Skills Development Fund Grant. May be extended if needed.	Allows us to remain relevant to our offerings because the provided training increases the skills and ultimately the wages of the employees.
Encore Wire Corporation	Corporate Partner	Memorandum of Understanding for the duration of the Skills Development Fund Grant. May be extended if needed.	Provides financial resources to the institution. Allows us to remain relevant to our offerings because the provided training increases the skills and ultimately the wages of the employees.

Helm Dental Laboratory, LLC	Corporate Partner	Memorandum of Understanding for the duration of the Skills Development Fund Grant. May be extended if needed.	Allows us to remain relevant to our offerings because the provided training increases the skills and ultimately the wages of the employees.
Unicom Engineering	Corporate Partner	Memorandum of Understanding for the duration of the Skills Development Fund Grant. May be extended if needed.	Allows us to remain relevant to our offerings because the provided training increases the skills and ultimately the wages of the employees.

VII. PROFESSIONAL DEVELOPMENT

VII.

Employee Resources Table

(Insert the completed table in PDF immediately after this divider page.)

SERVICE UNIT NAME: Grants Management Office	AUTHORING TEAM CONTACT: Natalie Greenwell
PHONE: 972-985-3768	E-MAIL: n

UNIT EMPLOYEE RESOURCES TABLE

Employee Name	Role in Unit	Professional Development Summary	How Is It Valuable to the Unit?
Gail Lockwood	Program Coordinator/Grant Writer	<p>2023 GPA Pre Conference Federal Grant Writing Class</p> <p>GPA Summit Conference</p> <p>Webinar: Expand Your Higher Education Federal Grant Funding Landscape</p>	Expanded knowledge of federal grant proposal development in order to increase the success rate of submissions.
Susie Davisson	Program Manager	<p>2022 Collin County State of the Market</p> <p>Plano Chamber of Commerce Workforce Development Round Table Series</p> <p>Frisco Chamber of Commerce 2023 HR Summit</p> <p>TACE 2023</p> <p>CRASE</p>	<p>Provides valuable information regarding new businesses in the area and their training needs. Afforded the opportunity to highlight Texas Workforce Commission Skills Development Fund grants in the forums and meet local contacts.</p> <p>TACE explores the development and delivery of Continuing Education and an investigation into the best practices in workforce education, contract training, lifelong learning, and higher education, including House Bill 8 updates.</p> <p>CRASE provides invaluable active shooter response tactics.</p>

<p>Laura Henry</p>	<p>Director</p>	<p>2023 NACTEI Pre-Session Dallas College Semi-Annual Grant Training Workshop Concetp to Practice: Subrecipient Relationships Navigating the 2024 Uniform Guidance Revisions: What You Need to Know</p>	<p>Up to date training and development in grant compliance and regulations, including recent audit criteria.</p>
<p>Kim Cabbage</p>	<p>Assistant Director, Post Awards</p>	<p>Dallas College Semi-Annual Grant Training Workshop CASE Federal Funding Task Force De-escalating Tense Situations Leading for Excellence Academy: Effective Communication Leading for Excellence Academy: Creating an Effective Team Concept to Practice: Subrecipient Relationships Navigating the 2024 Uniform Guidance Revisions: What You Need to Know October 2024 Preventing Harassment & Discrimination: Supervisors + Clery Act and Title IX FY2025 FMCSA Discretionary Grants: CDLPI & CMVOST Discretionary Grants Technical Assistance</p>	<p>Up to date training and development in grant compliance and regulations. Personal development for office communication, etiquette and team building. Subrecipient practices and guidelines in awarded grants. Knowledge of federal grant opportunity dates, topics and upcoming special focus. Information on how to cultivate and maintain a workplace culture resistant to discrimination, harassment, and retaliation.</p>

Janice Tannehill	Project Coordinator Grants Development	<p>Webinar – Learning from the No: 10 Ways to Improve Your Applications</p> <p>Webinar – Effective Pre Planning for Grant Applications</p> <p>Webinar – DIY Project Management Tools for Grant Professionals</p> <p>GPA – Code of Ethics for Grant Professionals</p> <p>Virtual Meeting - Learning to Navigate the Federal Grant Process</p> <p>Virtual Meeting - Make Your Proposals Shine: Tips from the World of Professional Copyeditors</p>	Directly relates to the proper planning, time management, and writing/editing skills needed in grant proposal development.
Joy McClain	Perkins Grant Coordinator	TACTE – Perkins Grant Pre-Session	Specific information on how the Office of Management and Budget’s revisions to the Uniform Grant Guidance impacts the career and technical education (CTE) Perkins Basic Grant.
Natalie Greenwell	Executive Director	<p>CASE Conference</p> <p>Federal Funding Task Force (Serves annually since 2019)</p> <p>AEL Fall Institute</p>	Related to community college sponsored programming and annual in-person interactions with federal funding agencies.
Mark Dempsey	Assistant Director/Grant Researcher, Writer	<p>October 2023 Welcoming, Engaging, Retaining New Talent</p> <p>April 2024 North Texas Regional Advancement Convening</p> <p>June 2024 Leading for Excellence: Your Leadership Legacy capstone</p>	<p>Leading for Excellence provides a better understanding of the Collin College system.</p> <p>Through Credly, the National Information Technology Innovation Center grant is issuing digital badges to faculty who complete training.</p> <p>Acquired Information on how AI can be used in grantseeking and grant writing, how to</p>

		<p>Fall 2024 Credly administrative micro-courses: Credly Essentials, Success Savvy, and Credential Builder</p> <p>November 2024 AI in Grant Writing – Myth Busting Webinar</p> <p>November 2024 How to Read Between the Lines Webinar</p> <p>December 2024 Prompt Engineering for AI Webinar</p> <p>December 2024 Airing Grievances Webinar</p> <p>January 2025 Five Ways to Use Funder 990 Data to Get Your Dream Grant Webinar</p> <p>LinkedIn Learning: Accounting for Non-Accountants & Creating Business Budgets</p> <p>SCRUM Master certification, exp November 2024</p>	<p>read a solicitation critically to create a strong application, grant foundation application dos and don'ts, and how to mine information from 990s.</p> <p>Strengthened budgeting/accounting skills.</p> <p>Scrum provides strategies to effectively organize complex projects into smaller portions and manage small team work.</p>
Christina Titus	Program Director Grants	<p>October 2023 Leading for Excellence: Your Leadership Legacy</p> <p>Fall 2024 Credly administrative micro-courses: Credly Essentials, Success Savvy, and Credential Builder</p>	<p>The final course in the Leading for Excellence Academy focused on defining my leadership style and how I can effectively interact with and motivate others.</p> <p>Through Credly, the National Information Technology Innovation Center grant is issuing digital badges to faculty who complete training.</p>
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

VIII. FACILITIES, EQUIPMENT, AND FUNDING (OPTIONAL)

VIII.B.1.

Facilities Resources Table

(Insert the completed table, if any, in PDF immediately after this divider page.)

SERVICE UNIT NAME: Grants Management Office	AUTHORING TEAM CONTACT: Natalie Greenwell
PHONE: 972-985-3768	E-MAIL: Click or tap here to enter text.

UNIT FACILITIES RESOURCES TABLE

Significant Facility Resource	Description (Special Characteristics)	Meets Needs? (Y or N)		Analysis of Facility Resource Utilization
		Currently	For Next 5 Years	
Suite 420 Courtyard Center	Nine offices, two open desk spaces, and one conference room were all renovated in 2010. Space also includes a good size workroom and separate breakroom kitchen.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Updated HVAC system and dry wall repair in breakroom
Suite 130 J Building Frisco Campus	The suite consists of eight small offices, 1 open desk space, and one conference room.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Reconfiguration of conference room needed. The space currently offices 3 part-time employees; therefore, the department has no meeting area. Two additional phone ports needed in the conference room to accommodate all PT staff. A close, secure workroom/supply closet needed, as well as a small lounge or breakroom.
Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap here to enter text.

VIII. FACILITIES, EQUIPMENT, AND FUNDING (OPTIONAL)

OPTIONAL:

Other Section VIII. Documentation

(Insert any other section VIII. documentation in PDF immediately after this divider page.
Refer to this documentation in the relevant text field(s)
in section VIII. of the Service Unit Review template.)

SERVICE UNIT NAME: Grants Management Office	AUTHORING TEAM CONTACT: Natalie Greenwell
PHONE: 972-985-3768	E-MAIL: n

UNIT FINANCIAL RESOURCES TABLE

Source of Funds (Examples: College Budget, Grant)	Meets Needs? (Y or N)		For Any “No,” Explain Why	For Any “No,” Identify Expected Source of Additional Funds, If Needed
	Currently	For Next 5 Years		
Operating Budget CC1285	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	As we continue to pursue additional federal, state and private grants, we will require need additional staff to effectively manage the increased workload , ensure compliance, and support the College’s expanding initiatives	Additional College Budget or Grant Administrative Budgets
Operating Budget CC1131	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap here to enter text.	Click or tap here to enter text.

IX. CONTINUOUS IMPROVEMENT PLAN (CIP)

IX.A.

Previous CIP Tables

(Insert the tables in PDF immediately after this divider page.
In addition, separately e-mail the tables to the
Institutional Research Office at effectiveness@collin.edu.)

Continuous Improvement Plan

Outcomes might not change from year to year. For example, if you have not met previous targets, you may wish to retain the same outcomes. *If this is an academic, workforce, or continuing education program, you must have at least one student learning outcome.* You may also add short-term administrative, technological, assessment, resource or professional development goals, as needed.

Date: 3/6/2024 **Name of Program/Unit:** Grants Management

Contact name: Natalie Greenwell **Contact email:** ngreenwell@collin.edu **Contact phone:** 972-985-3768

Table 1: CIP Outcomes, Measures & Targets Table (focus on at least one for the next two years)

A. Expected Outcome(s) Results expected in this unit (e.g. Authorization requests will be completed more quickly; Increase client satisfaction with our services)	B. Measure(s) Instrument(s)/process(es) used to measure results (e.g. survey results, exam questions, etc.)	C. Target(s) Level of success expected (e.g. 80% approval rating, 10 day faster request turn-around time, etc.)
Expand Grant Activities and Awareness Across the District	# of Grants 101 Presentations # of Quick Overviews submitted # of collaborators across the district on grant development	6 Grant 101 Presentations and Deliver to 80% faculty and 90% deans/administrators 4 Quick overviews submitted monthly/ Increase number of faculty/staff collaborators by 20% each year
Improve Grant Efficiencies	# of proposals submitted Improve grant development time Amount of awarded funds % of award expended by end of grant	Proposals submitted to min of 25 Improve time by 33% Show year-over-year levels of funding awarded Increased amount of grant dollars spent

Description of Fields in the Following CIP Tables:

A. Outcome(s) - Results expected in this program (e.g. Students will learn how to compare/contrast conflict and structural functional theories; increase student retention in Nursing Program).

B. Measure(s) - Instrument(s)/process(es) used to measure results (e.g. results of surveys, test item questions 6 & 7 from final exam, end of term retention rates, etc.)

C. Target(s) - Degree of success expected (e.g. 80% approval rating, 25 graduates per year, increase retention by 2% etc.).

D. Action Plan - Based on analysis, identify actions to be taken to accomplish outcome. What will you do?

E. Results Summary - Summarize the information and data collected in year 1.

F. Findings - Explain how the information and data has impacted the expected outcome and program success.

G. Implementation of Findings – Describe how you have used or will use your findings and analysis of the data to make improvements.

Table 2. CIP Outcomes 1 & 2 (FOCUS ON AT LEAST 1)

A. Outcome #1 Expand Grant Activities and Awareness Across the District	
B. Measure (Outcome #1) # of Grants 101 Presentations # of Quick Overviews submitted # of collaborators across the district on grant development	C. Target (Outcome #1) 6 Grant 101 Presentations and Deliver to 80% faculty and 90% deans/administrators 4 Quick overviews submitted monthly Increase number of faculty/staff collaborators by 20% each year
D. Action Plan (Outcome #1) Present during faculty week Present to Deans, Provosts, and Directors (Meet individually w/ Provosts) Present to Discipline Leads Recognition of Awarded Grants at all College Day – Focus on awards that impact students Create and update often new Grants Management Intranet Website Produce a quarterly mini (1-page) newsletter	
E. Results Summary (Outcome #1) In FY 21: Delivered the Grants 101 Presentation twice to a live audience of faculty/staff Created the Grants Management website for internal district use Placed the Grants 101 Presentation on the intranet website Added web announcements, grant awardees, and information on grant processes to the new Grants Management mini-newsletter Created and shared 42 Quick Overviews Collaborated with over 40 administrators, faculty, and staff to develop 27 grant proposals In FY23: The Grants Management Office (GMO) provides the hyperlink to the Grants 101 presentation located on the intranet at https://inside.collin.edu/grants/Grants101Presentation.pdf and sends it to persons interested in working with the GMO on a grant for the first time. The Intranet is updated monthly and has expanded to include Purchasing Department requisition information and tips to assist grant awardees when procuring their grant-funded items, links to student-focused grants, and grants that are coming up and may be of interest to faculty and staff. The GMO also has a publicly accessible grant website, https://www.collin.edu/grants/index.html , allowing more views and data sharing. Quick Overviews continue to be an effective method for presenting short synopses of grant opportunities across the district. 37 Quick Overviews were created in FY23. The Grants Gossip newsletter is emailed quarterly to the Collin College district distribution list. It is used to announce other grant activities, including staff updates and seasonal events such as the <i>sELFie Scavenger Hunt</i> (which identified places and equipment funded by grants to educate on the broad opportunities of grant funding).	

F. Findings (Outcome #1)

Year 2 Findings

Grants 101 Presentations and web/newsletter info have worked well to start grant discussions and have led to inquiries by B. Kirkpatrick (Bio-Tech), L. Roy Davis (Quest Committee), L. Powell (Astronomy), and M. Geracie (Advising)
 Quick Overviews are very helpful in disseminating the primary information parts of a Request For Application/Request For Proposal.
 Newsletter reminding/alerting the district of grant activities has been well-received. Unfortunately, the web system does not track the number of visits.

Year 4 Findings

Awareness campaigns via newsletters, seasonal events, announcements on the intranet, and the new grants management website have allowed the GMO to distribute grant information to 100% of faculty and staff.
 Quick Overviews converted to 25 competitive proposals submitted and 17 grants awarded, totaling over \$4.4M. Staff and administrative collaborators continue to be many of the same; however, grant variety has allowed different faculty to collaborate on grant development.

G. Implementation of Findings

Year 2 Findings

GMO will revamp the Grants 101 presentation and add a visual map and roles and responsibilities handout/web page for more clarity
 Expand dissemination of Quick Overviews for early interest and buy-in.

Year 4 Findings

The new grant website will allow for continuous reporting of grant statistics showing the funds' impact on the students and community. The GMO plans to add tables and animated charts to share this level of data analysis when these website templates become available.
 Acting on grant announcements at the earliest point requires Quick Overviews to be created more often and tracked. A Salesforce product to assist with this endeavor is being reviewed. If successful, the product will allow the GMO to track the entire grant cycle.

A. Outcome #2

Improve Grant Efficiencies

B. Measure (Outcome #2)

of proposals submitted
 Improve grant development time
 Amount of awarded funds
 % of award expended by end of grant

C. Target (Outcome #2)

Proposals submitted to min of 25
 Improve time by 33%
 Show year-over-year levels of funding awarded
 Increased amount of grant dollars spent

D. Action Plan (Outcome #2)

Map out grant processes.
 Track the number of days from Quick Overview to proposal submission
 Create a visual table(s) showing # of proposals compared to # of awards
 Add percentages and formulas to internal tracking spreadsheets to monitor expenditures by grant/awardee

E. Results Summary (Outcome #2)

In FY21

Average number of days to create and submit a proposal was 32
 Expenditure activity for 12-month snapshot was 78%

In FY23

Grant processes are fully mapped out from pre-proposal announcement to close-out.
 Standard routing via Adobe Sign for approval and signatures has reduced the number of days from Quick Overview to proposal submission, and grant proposal preparation is now under 30 days for most grants, including federal applications.
 Visual tables showing proposals compared to awards and funding increases across the last five years are included in the End of Month reports along with several other visuals and tables. The GMO realized a 22% increase in the number of awarded grants from FY22 to FY23 and demonstrated this growth visually. There were 30 proposals submitted, reaching the target outcome.
 The Running Balance worksheet includes a column with formulas to track percentages of expenditures. This is updated and monitored at least monthly and is used to inform grantees if they are on target, under, or over target on their spending within the duration of their particular grant period. The percentage of grant dollars spent up to the end of an award increased to 80% in FY23.

Grants awarded in FY22 totaled \$6,919,957
 Grants awarded in FY23 totaled \$8,426,662
 Target outcome of increased funding awarded year over year met.

F. Findings (Outcome #1)

Year 2 Findings

Realized need to assist departments in learning more about the grant process and how to use Adobe Sign to review and approve documents.
 Pre-plan for cyclical grant announcement to lower the number of days to create grant proposals and allow more breathing time to submit.
 Visual maps and illustrations tell a longer-lasting story.

Year 4 Findings

Monitoring activity via visual tracking aided the GMO staff in demonstrating value and continued growth across the last five years. Success in establishing baseline data will assist in future data analysis as the GMO further improves processes for both internal and external clients.

G. Implementation of Findings

Year 2 Findings

Map of processes still needed and currently in progress
 Implementing a web-based database that tracks from RFA to Quick Overview to Proposal to Award and Deployment is highly needed, and a survey is being done to find out what other colleges are using.

Year 4 Findings

A map of processes has allowed for starting a dialogue with Salesforce to search/create a better tracking and reporting system for the GMO. This will replace Excel spreadsheets and a legacy antiquated database still used for Skills Development Fund grants.

XI. NEW CIP TABLES

XI.A.

CIP Measures, Outcomes & Targets Table

(Insert the completed table in PDF immediately after this divider page.

In addition, separately e-mail the table to the
Institutional Research Office at effectiveness@collin.edu.)

Continuous Improvement Plan

Date: 2/7/25

Name of Program/Unit: Grants Management Office

Contact name: Natalie Greenwell

Contact email: ngreenwell@collin.edu

Contact phone: 972-985-3768

Table 1: CIP Outcomes, Measures & Targets Table (focus on at least one for the next two years)

A. Expected Outcome(s) Results expected in this unit (e.g. Authorization requests will be completed more quickly; Increase client satisfaction with our services)	B. Measure(s) Instrument(s)/process(es) used to measure results (e.g. survey results, exam questions, etc.) Include Course Information and Semester in which assessment will occur	C. Target(s) Level of success expected (e.g. 80% approval rating, 10 day faster request turn-around time, etc.)
Improve the tracking of the impact of our awarded grants on students and the community.	Determine the number of students positively affected by grant-supported scholarships, wraparound services, and program enhancements (equipment).	Increase the amount of direct-to-student aid by 8% over the next five years. This includes scholarships, equipment, and funding of support services.
Increase departmental engagement in the grant lifecycle (from proposal to implementation) to maximize funding opportunities for students across the district.	Re-establish the Workforce Steering Committee's Grant Opportunity Subcommittee. This committee will identify grant champions across the district who will serve as liaisons and principal investigators for all incoming grant opportunities.	Increase grant funding 5% over the next five years

Description of Fields in the Following CIP Tables:

A. Outcome(s) - Results expected in this program (e.g. Students will learn how to compare/contrast conflict and structural functional theories; increase student retention in Nursing Program).

B. Measure(s) - Instrument(s)/process(es) used to measure results (e.g. results of surveys, test item questions 6 & 7 from final exam, end of term retention rates, etc.)

C. Target(s) - Degree of success expected (e.g. 80% approval rating, 25 graduates per year, increase retention by 2% etc.).

D. Action Plan - Based on analysis, identify actions to be taken to accomplish outcome. What will you do?

E. Results Summary - Summarize the information and data collected in year 1.

F. Findings - Explain how the information and data has impacted the expected outcome and program success.

XI. NEW CIP TABLES

XI.B.

CIP Outcomes 1 and 2 Table

(Insert the completed table in PDF immediately after this divider page.

In addition, separately e-mail the table to the
Institutional Research Office at effectiveness@collin.edu.)

G. Implementation of Findings – Describe how you have used or will use your findings and analysis of the data to make improvements.

Table 2. CIP Outcomes 1 & 2 (FOCUS ON AT LEAST 1)

A. Outcome #1	
Improve the tracking of the impact of our awarded grants on students and the community.	
B. Measure (Outcome #1)	C. Target (Outcome #1)
Determine the number of students positively affected by grant-supported scholarships, wraparound services, and program enhancements (equipment).	Increase the amount of direct-to-student aid by 8% over the next five years. This includes scholarships, equipment, and funding of support services.
D. Action Plan (Outcome #1)	
<ul style="list-style-type: none"> • Collect data before the grant period begins to establish a baseline against which to measure change. • Collect data regularly throughout the grant period to track progress and identify trends. • Analyze results to show the value of the grant and guide future programs. 	
E. Results Summary (Outcome #1)	
F. Findings (Outcome #1)	
G. Implementation of Findings	

<p>A. Outcome #2</p> <p>Increase departmental engagement in the grant lifecycle (from proposal to implementation) to maximize funding opportunities for students across the district.</p>	
<p>B. Measure (Outcome #2)</p> <p>Re-establish the Workforce Steering Committee's Grant Opportunity Subcommittee. This committee will identify grant champions across the district who will serve as liaisons and principal investigators for all incoming grant opportunities.</p>	<p>C. Target (Outcome #2)</p> <p>Increase grant funding 5% over the next five years</p>
<p>D. Action Plan (Outcome #2)</p> <p>The subcommittee will assist in determining the appropriate department head/faculty to assume the roles of grant champion and principal investigator. The persons identified will become the liaisons between the department and the grants management office to develop and deploy the grant if awarded.</p>	
<p>E. Results Summary (Outcome #2)</p>	
<p>F. Findings (Outcome #1)</p>	
<p>G. Implementation of Findings</p>	