**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**

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

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| **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  % 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 |
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**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)**

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| 1. **Outcome #1**   Expand Grant Activities and Awareness Across the District | |
| 1. **Measure (Outcome #1)**   # of Grants 101 Presentations  # of Quick Overviews submitted  # of collaborators across the district on grant development | 1. **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 |
| 1. **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 | |
| 1. **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 *sELFie Scavenger Hunt* (which identified places and equipment funded by grants to educate on the broad opportunities of grant funding). | |
| 1. **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. | |
| 1. **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. | |

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| 1. **Outcome #2**   Improve Grant Efficiencies | |
| 1. **Measure (Outcome #2)**   # of proposals submitted  Improve grant development time  Amount of awarded funds  % of award expended by end of grant | 1. **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 |
| 1. **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 | |
| 1. **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. | |
| 1. **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. | |
| 1. **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. | |