

TO: Fort Wayne Senate

FROM: Educational Policy Committee
Lenore DeFonso, Chair

SUBJECT: Proposal to Reorganize the Office of Sponsored Research

DATE: March 23, 2001

The Educational Policy Committee submits the attached proposal from Vice Chancellor Susan Hannah regarding the reorganization of the Office of Sponsored Research to the Senate for information only.

Educational Policy Committee

Lenore DeFonso

Susan Hannah (ex officio)

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TO: Educational Policy Committee
Lenore DeFonso, Chair

FROM: Susan B. Hannah
Vice Chancellor for Academic Affairs

DATE: March 12, 2001

SUBJECT: Proposal to Reorganize the Office of Sponsored Research

A proposal to reorganize the Office of Sponsored Research is enclosed. It is the result of an analysis of how to administer IPFW's research mission which was occasioned by the relocation of the Office of Sponsored Research from the Office of the Chancellor to the Office of Academic Affairs, effective Summer 1999.

The analysis revealed that IPFW asserts a comprehensive research mission; that responsibility for carrying out the research mission had been somewhat arbitrarily divided between the Office of Academic Affairs and the Office of Sponsored Research; and that the relocation of Sponsored Research from the Office of the Chancellor to the Office of Academic Affairs afforded an excellent opportunity to adopt a statement of mission for an office with expanded responsibilities consistent with the research mission that had evolved at IPFW.

The document that follows begins with a review of the IPFW research mission. Three recommendations follow: one, to redesignate the Office of Sponsored Research as the Office of Research and Sponsored Projects and to redefine the office's responsibilities in keeping with the enlarged role; two, to identify the programmatic roles to be provided by the office; and, three, to establish an advisory committee for the Office of Research and Sponsored Projects.

I am referring the proposal to the Educational Policy Committee for advice about implementing the recommendations. Please distribute this document to the committee and schedule a discussion of it for an early date.

The Research Mission of IPFW

The core mission of IPFW asserts a research mission. Specifically, it says that "the core mission of IPFW is to provide postsecondary education in northeastern Indiana by focusing on student learning, while fostering intellectual exploration and attainment, and serving the region." To foster intellectual exploration and attainment by the faculty, IPFW has long provided assigned time for research, provided a sponsored research office, provided library and laboratory support for research, and has supported travel and leaves for research. In its statement of purpose, an elaboration of the mission statement which was revised as recently as March 2000, IPFW has

reaffirmed its substantial commitment to research. The statement of purpose expressly projects three goals in behalf of research:

1. Increase university and external support for research;
2. Sustain and enhance support of faculty research; and
3. Expand opportunities for students to participate in research projects.

In addition, other goals imply commitment to research. The statement of purpose says that IPFW will actively support regional economic development programs, greater integration with the economic and cultural communities of the region, and serve as a vital resource for business, industry, public and private education, and government in Northeast Indiana. Such goals are commonly met through applied research, often performed by contract, grant, or partnerships.

Research, then, is an established part of the mission of IPFW; also, it is integral to its missions in teaching and service as well as to scholarly attainment represented by the expansion of knowledge.

The Mission of the Office of Sponsored Research

Operationally, the Office of Sponsored Research has had responsibility for all sponsored research (though not for contracts) and some responsibility for the administration of internal grants. On the one hand, its operations have been wider than the name “sponsored research” suggests; on the other hand, its operations have not been inclusive of all that “sponsored” suggests.

The Office of Sponsored Research has collaborated with the Office of Academic Affairs in the administration of the internal grant programs of IPFW, Indiana University, and Purdue University. This relationship has operated smoothly for many years. With the relocation of the Office of Sponsored Research to Academic Affairs, the arbitrariness of this division of responsibility between Sponsored Research and Academic Affairs is removed. What becomes available is the opportunity to locate additional research responsibilities, some of them deriving from IPFW’s evolving research mission, in the research office.

What follows is a proposal for a statement of mission for the research office and a new name that is consistent with that mission.

RECOMMENDATION I: The Office of Sponsored Research should be renamed the Office of Research and Sponsored Projects and should have the following responsibilities: To support the research mission of IPFW by

- maintaining an environment conducive to research and creativity

- administering the university's research policies
- assisting the faculty and staff to obtain funding for research, creative endeavors, and instructional and community projects
- promoting understanding of the role of research and creative endeavor in a public, regional, primarily undergraduate institution
- publicizing faculty scholarship
- reporting achievements of the office.

In the past, IPFW's Office of Sponsored Research serviced two main areas: sponsored programs and internal grants. Notably absent: responsibility for contracts. Review of operations suggests that the research office needs to be in the approval chain for contracts, especially in so far as they involve commitment of faculty effort and use of academic facilities. Also, new research initiatives, specifically the undergraduate research and creative endeavor programming and the Centers for Excellence, need to be serviced by the research office. Therefore,

RECOMMENDATION II: The proposed Office of Research and Sponsored Projects should support the following five areas as follows:

Sponsored Program Development. Sponsored Program Development (SPD) assists faculty and staff in both identifying external sources of funding and improving grantsmanship skills. Services

for SPD include:

- communication to faculty concerning sponsoring agency information and available research opportunities
- dissemination of appropriate program information to specific faculty members
- organization of special training and demonstration seminars with on- and off-campus resource persons who present information on preparing and submitting grant proposals and other topics required for faculty and staff professional development
- connections to computerized database funding sources that allow for on-line searches via keywords related to a faculty member's research and educational interests
- liaison with the Division of Sponsored Program Development of the Purdue Research Foundation and the Indiana University Research and University Graduate School.

Contract Development. Contract Development (CD) assists faculty and staff and the departments in identifying contract opportunities and determining their pertinence to the mission and priorities of the campus and its departments. Services for CD include:

- communication to faculty and staff and deans/directors/department heads about contract opportunities
- participation in determination of the conditions according to which faculty and staff will do contract work and campus facilities and equipment will be used in contract work.

Internal Grants. Internal Grants (IG) assists faculty in both identifying internal sources of funding--within IPFW, IU and PU--and improving grantsmanship; also, it provides a menu of grant programs that supports the research mission of the institution. Services for IG include:

- publicizing all internal grant programs
- coordinating selection of grant submissions to IU and PU programs
- administering IPFW grant programs
- recommending and/or approving certain funding requests
- recommending renewal/revision of programs and the establishment of new programs.

Undergraduate Research and Creative Endeavor. Undergraduate Research and Creative Endeavor (URCE) integrates teaching and research by developing and supporting a university-wide commitment to active learning by undergraduate students through original research and creative endeavor, especially in protege-mentor relationships. Services for URCE include:

- communication to faculty and staff concerning internal and external funding for undergraduate research and creative endeavor
- administration of the undergraduate research and creative endeavor programs (currently, the Undergraduate Research and Creative Endeavor Symposium and three grant programs: mini-grants for supplies and expenses, travel support for presenting at conferences, and the summer grants for research and creative endeavor)
- assistance to the Undergraduate Research and Creative Endeavor Committee to carry out its charge.

Centers of Excellence. Centers of Excellence (CE) marshal resources institution-wide to address state and regional needs through research, education, and outreach. Services for CE include:

- services similar to those provided for SPD and CD.

At IPFW there is a strong tradition in favor of the use of committees to advise administrative offices, especially offices that directly support the core mission of the university. Notably absent has been an advisory committee on research. Therefore,

Recommendation III: The Vice Chancellor for Academic Affairs should establish a Research Committee to advise the Office of Research and Sponsored Projects on the execution of its mission. Specifically, (1) monitor the general direction of research at the university and the environment for research and creativity; and (2) recommend policies, programs, and activities that will ensure fulfillment of the research mission. Further, the committee should have the following membership: The committee should have five members with faculty appointments. The members should be appointed by the Vice Chancellor for Academic Affairs from nominees by the deans/directors and should serve three-year terms. At least four schools/divisions should be represented. The committee should be chaired by the Associate Vice Chancellor for Academic Affairs with responsibility for research administration.

Copy. P. Farrell

D. McCants