Growing Institutional Research Relationships and External Funding at Predominately Undergraduate Institutions

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Growing Institutional Research Relationships and External Funding at Predominately Undergraduate Institutions

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Introduction
At a Predominately Undergraduate Institution (PUI), developing a growth trajectory of proposal submissions, external funding, and relationships with other entities can be a difficult but fulfilling task.

Key Points
Start with the basics: what is needed to do my job successfully, then move on to the cherries on top.
Get administration on board
What are other universities doing? What current priorities does our university currently have?
Be very customer-service oriented.
What are the needs of the different departments? How to work individually with each department, but not reinvent the wheel for each group.
Support interaction between departments and outside the university, assist as needed.
“Hold hands” with faculty who are new to the grant process, submitting can be stressful!
Remember: the first time it may not work but try, and try again! And learn from the process!

Educational Sessions
Assess needs
Respond with sessions

Growing University Support
Communicate with all departments and deans
Develop a strategic funding plan

Help in Growing Relationships
Build collaborations between faculty members
Cultivate relationships with university and outside entities

Celebrate Successes
Annual Report
Annual Faculty and Staff Scholarship Recognition event
Symposium

Outcomes
Development of policies and procedures for Grants and Contracts Office.
Development of standard templates for office (budget, transmittal, etc.).
Increased external funding submissions by 100% in less than four years.
Assisted faculty and staff with growing their connections to funders and outside partners, ranging from contacting a program officer to asking a partner to assist in funding a project.
Built multi-disciplinary connections both on campus and with outside entities.
Developed a semester long Basics of Proposal Writing series, with a certificate given at the completion of all sessions.
Educational sessions ranging from very specific to broader topics (“National Science Foundation Graduate Research Fellowship” to “Funding for the Non-Sciences”).
Host a celebration for individuals who have submitted proposals each year.
Developed an annual report for the board of trustees and university at-large.
Implemented a large internal funding grant program, in which a regional hospital was able to assist in funding a project.

Future Directions
Develop a social media presence
Newsletters or other methods for getting updates to campus
Development of a community grants office
Continuation and expansion of educational sessions
Increase interdisciplinary proposal submission

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