

**WSU Office of Sponsored Projects
Annual Report
June 2005**

Weber State University (WSU) Office of Sponsored Projects (OSP)

The WSU Office of Sponsored Projects (OSP) supports WSU and the community by working to strengthen the activity of externally funded work at the university. Efforts are dedicated to faculty and students in their pursuit of academic and scholarly work in support of liberal education and community service. During FY 2005 OSP has dramatically increased its dollars managed, as well as campus presence.

To support faculty, OSP provides access to agencies and organizations, and assists in the proposal preparation process. Once an award is received, we ensure policies are implemented, monitor compliance with agency regulations, and maintain auditable records.

OSP Staff

OSP Director, Chris Millard, has managed the office staff and directed the activities in support of the goals. She advanced projects that have received congressionally directed funding. Working with the Washington Guidance Council to identify priorities and objectives, she managed WSU's lobbying efforts.

Sponsored Project Administrators Tony Aragon and Ava Painter both work with Principal Investigators on contract and grant awards, revisions, clarifications, and extensions, as well as ensuring post award requirements are met. Tony and Ava have attended national educational conferences which has deepened and enhanced their knowledge of federal guidelines for funded university projects. At the beginning of each school year they meet with Departments at opening meetings, explaining how to apply for externally funded projects.

With Tony's assistance, WSU received its first National Institute of Health (NIH) award. With full responsibility for preparation and assembly, Tony has served as the point person for the proposal for the Community Outreach Partnership Center (COPC), a proposal to the Department of Housing and Urban Development.

Ava has assisted many faculty members from the Dumke College of Health Professions in locating a funding source, setting up project budgets, and guiding them through proposal development. This is concluded by submitting the document through on-line portals. In one major effort she assisted a nursing faculty in requesting \$350,000 from the U.S. Department of Health and Human Services, to establish a Critical Care Lab.

OSP added the position of Contract Analyst, hiring Ramona Sessions, formerly with the Department of Purchasing. Ramona attended a national training conference and began working on post award and compliance issues.

Office Specialist, Susan Spendlove, created a new filing system for file conformity. She has edited and created OSP forms including the In-kind Documentation Forms, Sponsored Project Approval Form, Vacation Acknowledgement Form, and Principal Investigators Handbook Acknowledgement Form for greater compliance with OSP Policies and Procedures. She has created and maintains multiple spreadsheets. Susan regularly updates the OSP website.

Committee Work

The Washington Guidance Council, made up of Deans, faculty, and staff, is supported by OSP. During Fiscal Year 2005, the Council hosted a visit from Senator Orrin Hatch, and presented three research initiatives: the DNA Lab, Critical Incident Stress Management (CISM), and the Natural Products Lab. Senator Hatch expressed support for all three. Consequently, Washington staffers have continued to request information and indicate continued support for future earmark monies. Chris Millard works with Senator Bob Bennett's office, where successful earmarks for the School of Health Professions have been accomplished.

The Institutional Review Board (IRB) is coordinated by Ava Painter. During Fiscal Year 2005 over 95 protocols were reviewed. The record-keeping practices have been strengthened to a point where OSP believes WSU would successfully sustain federal audit.

The Animal Care and Use Committee (ACUC) is coordinated by Tony Aragon. During Fiscal Year 2005, the U.S. Department of Agriculture audited WSU ACUC records and processes. The audit findings presented no recommendations, noting the strong record-keeping practices. Currently decertified due to non-use, the committee remains active in order to request recertification when needed. ACUC continues to meet and actively review protocols and conduct holding facility inspections. ACUC members received training by University of Utah certified trainers and were provided materials including a book on the care and use of animals.

The Undergraduate Research Committee was supported by OSP during this fiscal year. Chris Millard served on the Undergraduate Research Symposium Committee.

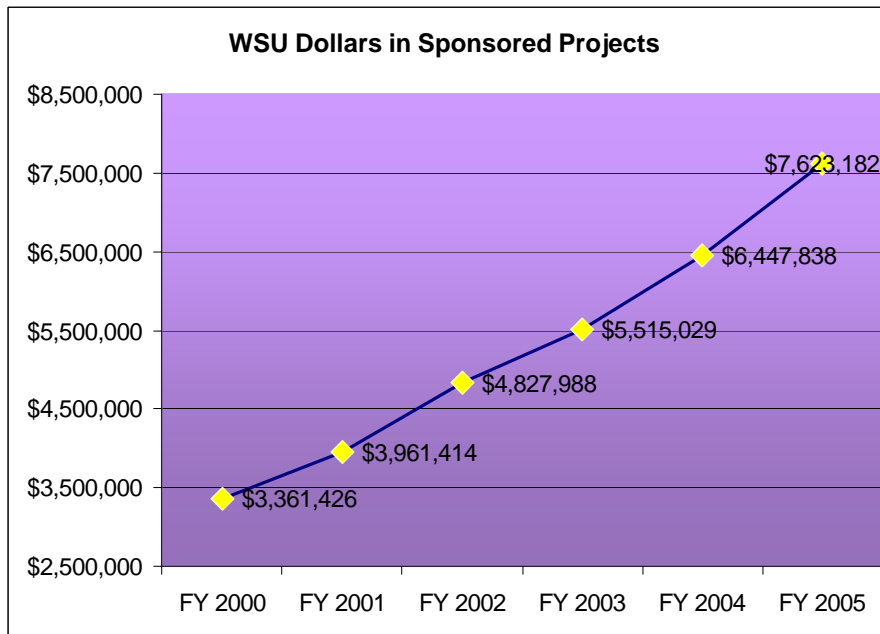
Chris Millard has been appointed to the Perkins committee, and serves on the RS&PG Committee as an ex-officio member. She is a member of the Holocaust Commemoration Committee, recognized by President Millner for exemplary collaboration.

Internal Audit

During 2005 OSP accommodated an internal audit of OSP processes and interoffice methods of support. Auditors found strengths and weaknesses. Corrective action is being accomplished with 19 action items, to be completed by November 2005.

OSP Growth

OSP projected a growth of 15% for Fiscal Year 2005. However, the actual increase was 18%, or a total of \$7,623,182 in dollars of managed projects.



History

Fiscal Year	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
Number of Proposal files opened by OSP	117	126	126	172	180	168
Number of Awards Received by OSP	82	104	92	94	116	132
Number of Dollars in Received Awards	3,361,426	3,961,414	4,827,988	5,515,029	6,447,838	7,623,182
Dollars Generated in F&A (indirects)	185,635	173,497	238,355	261,372	300,578	369,561

Projected Growth at 15% per Year

Fiscal Year	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
Projected research dollars growth at 15% per year:	6,342,283	7,293,626	8,387,670	9,645,820	11,092,693	12,756,597
Projected F&A at 15% growth per year:	300,578	345,664	397,514	457,141	525,712	604,569

It was projected that managed dollars would grow by 15% to \$7,293,626. However, the actual dollars managed increased to \$7,623,182, or by 18%.

OSP opened 168 proposal files during 2005. Of those files, 69 resulted in new awards. OSP has a total of 71 Principal Investigators working on externally funded projects at WSU.

WSU Office of Sponsored Projects
Management Report
30-Jun-05

College	Number of Active Accounts	Total Dollar of Projects		
Applied Science and Technology	23	753,779	9.89%	of the total
Arts and Humanities	12	106,222	1.39%	of the total
Business and Economics	5	130,016	1.71%	of the total
Health Professions	25	2,185,166	28.66%	of the total
Education	17	1,526,341	20.02%	of the total
Science	17	804,304	10.55%	of the total
Social & Behavioral Sciences	7	301,286	3.95%	of the total
Student Affairs	12	316,494	4.15%	of the total
Student Services	12	1,131,721	14.85%	of the total
Administrative Services	1	75,647	0.99%	of the total
Continuing Education	1	28,221	0.37%	of the total
Academic Affairs (Provost)	13	263,985	3.46%	of the total
	132	7,623,182	100.00%	