

Grants and Federal Programs Department 2005–2006 Goals and Status

Items in blue indicate a hyper-text link to the department’s website where the complete resource can be found. To access from this report move cursor over the text, press down Ctrl and then press enter.

Strategic Goal 1: Help develop and maintain federally-recognized and supported Centers of Excellence.

| Status | Action Steps and Progress |
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| Completed | <p>Identification of Projects</p> <ul style="list-style-type: none"> Staff will deepen their understanding of the Kirkwood Strategic Plan (SP) and work with Deans/Directors to identify specific projects for external funding that fit the Plan and particularly support Kirkwood’s Centers of Excellence. <p>Progress</p> <p>John MacGregor serves on the KQIP Steering Committee and updates department staff. At staff retreats, all Kirkwood department goals are reviewed to ensure grants support these goals.</p> <p>Kirkwood Center’s of Excellence: As part of the department’s five-year plan to help the college build and maintain federally-recognized and supported Centers of Excellence, a report describing all of Kirkwood’s federally-funded “Centers of Excellence” and their associated funding sources was prepared.</p> |
| Completed | <p>Track Funding Sources</p> <ul style="list-style-type: none"> Conduct daily review of Grants.gov and Federal Register announcements for external funding opportunities that support Strategic Plan related projects. <p>Progress</p> <p>Debbie Mrkvicka spends approximately one hour per day searching on-line for funding opportunities in the Federal Register, Grants.gov, the Foundation Center, and federal department websites. An average five opportunities are forwarded to Deans and Directors each week for further investigation.</p> <p>Grants.gov. The department became an official on-line Grants.gov resource link in FY06. This information-rich site provides greater ease for department and individual investigators to identify and track their own potential grant funding.</p> <p>Department Funding Calendar: The department maintains a grants opportunity calendar of deadline dates with links to funding sources.</p> |
| Continual | <p>Develop Proposals</p> <ul style="list-style-type: none"> Prepare proposals in response to specific solicitations and project concepts that fit within the college's five-year Strategic Plan. Prepare a Title III application that reflects SP-identified needs. <p>Progress</p> <ul style="list-style-type: none"> Funding Report: During FY06, 21 new proposals for \$12,189,721 and three earmark requests for \$7.5 million were submitted. Proposal success rate is 81%, with 5 applications still under review. Return on investment exceeds \$40 earned for every \$1 spent. The department successfully procured Kirkwood’s status as an eligible Title |

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| | III organization. Work continues with various departments on development of a Title III concept. |
| Completed | <p>Maintain Existing & Create New Funding Opportunities</p> <ul style="list-style-type: none"> • Visit targeted federal agencies to introduce Kirkwood and our SP projects. • Make Hill visits to introduce & reinforce importance of earmark requests. • Prepare earmark requests for Congressional appropriations based on Kirkwood's SP projects. <p>Progress</p> <p>Berntsen and Feil visited federal agencies and Congressional offices twice during the year. Mitvalsky accompanied once. Three earmark requests were submitted: (1) AgTerror Center continuation (\$5 million); (2) Technology-Mediated EHS Program (\$1 million); and Viticulture Certificate Program (\$1.5 million)</p> |

Strategic Goal 2: Ensure grants and contracts comply with college, state, and federal policies, procedures, and requirements.

| Status | Action Steps and Progress |
|--------------------------------|---|
| Completed | <p>Map Desired Grants Management Process Flow</p> <ul style="list-style-type: none"> • Map desired internal process flow from proposal submission to project close-out for improved monitoring and reporting capabilities. <p>Progress</p> <p>Process Flow: In fall of 2005, the department held a retreat, facilitated by Rebecca Palmer, to map the desired internal process flow for proposal development and submission; and the management of funded grants.</p> |
| Completed purchase of software | <p>Improved Data Collection And Reporting System</p> <ul style="list-style-type: none"> • Adapt existing or deploy new grants management software. <p>Progress</p> <p>Department staff, led by Debbie Mrkvicka, conducted extensive review of grants management software. IT Works and three different modules have been selected including (1) grants management, (2) payroll, and (3) accounting. Personnel from the Grants Department, Human Resources, Business Services, and the Community Training and Response Center were involved in review of numerous on-line demonstrations. Staff is currently assisting in mapping module features with the Kirkwood IT department. Software should be operational by October 1, 2006.</p> |

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| Completed | <p>Tracking And Reporting</p> <ul style="list-style-type: none"> • Use the outcomes of the process mapping activities to develop improved notification, monitoring, and electronic reporting forms and tools. • Establish coordinated annual calendar of actual and anticipated budget review deadlines with Business Services Department and keep updated. • Maintain subaward contracts and A-133 documentation. <p>Progress</p> <p>Process Flow: As an outcome of the department’s fall retreat, on-line grants management tools were developed and launched on the department’s website.</p> <p>In FY 06, there were nine scheduled budget reviews/grants management training sessions involving the Grants Department, Business Services and Project Directors and staff.</p> <p>In FY 06, 45 grants from 11 federal agencies, 4 state agencies and 7 other entities valued at \$10,319,732 (06) and \$19,564,995 (multi-year) were managed without findings.</p> <p>In FY 06, grants included 56 sub-agreements; 33 requiring A-133 audit tracking.</p> |
| 65% Completed | <p>Training And Tools</p> <p>Develop a user-friendly on-line training manual and tools for Project Directors.</p> <p>Progress</p> <p><u>On-line Grants Management Tools:</u> The on-line training manual has been outlined and staff continues to work on text. The decision was made to direct the majority of effort in this initiative to putting the tools on the department’s website first. Eleven tools and over thirty resource links have been uploaded to the department’s website to-date. Rebecca Palmer’s resignation delayed completion of this activity.</p> |

Strategic Goal 3: Spread the "good word" about Kirkwood's grants, grant opportunities, and grants management requirements.

| Status | Action Steps and Progress |
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| Completed | <p>Department Website</p> <p>Maintain and track funded grants information on the grants website.</p> <p>Progress</p> <p>The FY 2005 and FY 2006 Grants-in-Operation Reports can be found on the department’s website.</p> |

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| Completed | <p>Targeted Programs and Deadline Dates Display and maintain a list of targeted funding programs, with associated deadline dates projects, and provide a comprehensive list of federal programs with funding deadline dates.</p> <p>Progress The Grants Funding Opportunity Calendar and the Gov.Grants official resource link are being maintained on the department’s website.</p> |
| 70% Completed | <p>Grants Management Website Update and maintain grants management information on the grants website.</p> <p>Progress On-line Grants Management Tools: The on-line training manual has been outlined and staff continues to work on text. The decision was made to direct the majority of effort in this initiative to putting the tools on the department’s website first. Eleven tools and over thirty resource links have been uploaded to the department’s website to-date. Rebecca Palmer’s resignation has delayed this activity.</p> |
| Completed | <p>CRD Reports Submit quarterly reports to CRD for Dispatch Magazine for national dissemination.</p> <p>Progress: Quarterly reports to CRD for the Dispatch Magazine have been completed for the first three quarters of FY 2006.</p> |
| Continual | <p>Grant-Funded Program Notifications Notify faculty/staff of opportunities to work with and learn from other model community colleges and their grant-funded programs.</p> <p>Progress Grants staff who attend AACC, League, NSF and other agency conferences share information about other college’s grant-funded programs with Deans and Directors.</p> |
| Continual | <p>Faculty/Staff Recognition Recognize faculty/staff for their grant development/management efforts.</p> <p>Progress: In FY 2006, the department has recognized 11 faculty and staff for their grant development/management efforts through submission of ten Kirkwood “Kudos” nominations.</p> |