

# 2024 Annual Report of Program Data

## Grant Development Office



### 1. Program or Unit Mission

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Grant Development Office (GDO) seeks to engage students, faculty and staff in new and on-going, innovative programs and projects that enhance the teaching and support capabilities of the college, while offering opportunities for student engagement and employment.

The GDO helps the college meet its mission by helping fund innovative programs and increase community contributions through education.

### 2. Program Student Learning Outcomes or Unit/Service Outcomes

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The new Contracts & Grants Specialist onboarded in August 2023. Changes to the PSOs and GDO metrics for demand, efficiency, and effectiveness were updated for AY 2023-24. These areas will be assessed and reported on in 2024. The goals below align to the new campus Strategic Plan and/or the Institutional Effectiveness Strategic Plan.

PSO1: Identify, prioritize, and communicate grant needs of the campus community.

- Benchmark - One all campus communication event per semester.

PSO2: Work in collaboration w/ the Business Office and PI on all grant budgets.

- Benchmark - 90% of new submissions

### 3. Analysis of the Program/Unit

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#### Demand

The demand reflected in the table shows the number of grants where the GDC has assisted in the review for or development of a grant proposal. The type of grant proposals include various federal grants such as Title III, Department of Education, and TRIO and foundation grants such as CZKCF through the Hawaii Community Foundation.

#### Efficiency

A total of 11 grants were submitted via Grants.gov, MyGrant, and UH Foundation. Two college conversations were held during the grant development process for two federal grants that

were attended by students, staff, and faculty. Additionally, one external grants writer was contracted for the preparation of a federal grant.

**Effectiveness**

A grant request form was created and posted to the campus website. No request forms were submitted and the process is being reworked. While 6 of 11 grant proposals submitted were funded, there are 5 still pending an award or declined notification.

<b>DEMAND</b>	<b>AY 2023-24</b>
# of grants requested for review or development	15
# of community contacts, meetings, requests	5
# of planning meetings held with faculty and staff	2
# of administration requests for information, summaries, forms, and/or reports (myGrant, Grants.gov)	21
<b>EFFICIENCY</b>	<b>AY 2023-24</b>
# of grants initiated (% of those requested)	11 (73%)
# of grants submitted (% of those initiated)	11 (100%)
# of training/workshops for Kauai CC provided by GDO (% of those requested)	3
# of administrative requests and reports produced (% of those requested)	N/A
# of grants collaborations w/ external grant writers	1
# of UHF grant submissions from collaboration w/ GDO	2
<b>EFFECTIVENESS</b>	<b>AY 2023-24</b>
% of proposers that initiated grant assistance via the GDO request form	0
% of proposers that received extramural funding opportunity review feedback from GDO	0
% of PIs that participated in annual post-award review with GDO	0
% of grants funded (5 still pending notification)	55%

## 4. Action Plan

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**Goal 1:** *Prioritize needs and create 1 page report for Cabinet review and input each fall.*

Currently, there is no funding plan and it has taken nearly a year to understand the current campus processes for identifying funding needs and submitting grants. Additionally, a plan for focused fundraising alignment to the Strategic Plan should drive the prioritizing of funding goals through AY 2029. A new process is being developed to identify and gauge the overall needs and priorities for extramural funding at Kauai CC.

**Goal 2:** *Pilot targeted focus groups to assist with grant development or grant management or procurement (to get feedback to improve campus processes).*

Kauai CC Policy 1-4 Grant Development and Submission form has been under review in the Fall 2024 semester. Through the review and revision process of KCCP 1-4, a request for the GDO to establish campus-level Best Practices for grant development has been made. The GDO will conduct varying stakeholder focus groups twice annually.

**Goal 3:** *Update the GDO website to match the other IE and KauCC sites, and to include graphical information on grant processes.*

The GDO website has been updated to include a mind mapping graphic for grant planning success as well as budget and timeline tables. Additionally, examples have been provided for each of the six steps to success. The GDO will create or share video tutorials for the campus to access as needed.

**Goal 4:** *Develop grant onboarding handbook, implement in spring 2024, and seek feedback in the process summer 2024.*

The GDO did not meet the timeline of this goal. The handbook is in draft form and many areas have already been posted on the GDO website for reference and use. The first version of the handbook will be circulated for feedback in the Spring 2025 semester with a more fully developed version posted to the GDO website prior to the start of the Fall 2025 semester.

## 5. Resource Implications

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**X I am NOT requesting additional resources for my program/unit.**