

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2015

Name of Person Submitting Request:	Dr. Kathleen Rowley			
Program or Service Area:	Grant Development and Management			
Division:	Research, Planning, & Inst. Effectiveness			
Date of Last Program Efficacy:	2015			
What rating was given?	Continuation			
Current number of Classified Staff:	FT:	1	PT:	0
Position Requested	Grant Writer (Professional Expert)			
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/15oqoxm)	Student Success			

Replacement Growth

If you checked replacement, when was the position vacated? 9/25/2015

1. Provide a rationale for your request.

The grants office has been working with Lauren McSherry as the grant writer since spring of 2011, first as a consultant, then as a professional expert. Each year, I need to request funds to pay for this position. The funds were originally promised to me by the chancellor in the form of income generated by the grants office through indirect funding from grants awarded. However, on more than one occasion, those funds have been rolled into the president's budget at the end of each fiscal year and I've needed to request them back. Also, some grants do not allow for an indirect to be added on, so they generate no potential income for the grant department in any case, although the grant itself provided many hundreds of thousands of dollars for the college.

It makes sense to have a regular stream of funding to support this position. Each major grant takes between 150 and 200 hours of work to write; that's easily more than a month's time. With a grant writer, my office can develop and submit at least 1 major grant per month. My own time is split between organizing for grant development (finding opportunities, determining a fit, selecting a project with faculty/staff buy-in, and coordinating the writing, budget, and grant submission process) and managing existing awards. During the off-time (professional experts are limited to 175 days/year) I write grants, too. Since grant management takes at least half my time, without a grant writer, I will be very limited in the number of grants I can write and submit. Having to plead for funds each year is also very unstable and not a reliable way to run a department. The productivity of the department and potential resources for the college depend on having a regular grant writer employed as part of the staff.

2. Indicate how the content of the latest Program Efficacy Report and current EMP data support this request. How is the request tied to program planning? (*Reference the page number(s) where the information can be found on Program Efficacy*).

Since this is a replacement position, it was not addressed as a possible need because the position was filled at that time. However, in the section of the program efficacy report on productivity, the data show the grant office has produced a number of grant proposals, and (see page 14) many of these were written by our professional expert grant writer, who was able to work 175 days per year or about 80-85% of the time. Now that she is no longer employed with us, there is a huge

gap in our capacity to produce new proposals.

3. Indicate if there is additional information you wish the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

The ratio of productivity with a grant writer has been high, mostly because Lauren was extremely capable. As more and more of the director's time is taken up with compliance and post-award management, we need a grant writer to work on developing proposals for new awards.

4. What are the consequences of not filling this position?

Only a very limited number of grant proposals will be written each year, limiting the potential resources available to the college. While income from grant awards has risen steadily the past few years (see 2014 EMP page 14: income of 1,932,789 in 2014), without a grant writer, we run the risk of this number sinking dramatically. In spring 2016, a new solicitation will be released from the Department of Education for another HSI STEM competition. Without a grant writer onboard, I have serious doubts whether the grant office has the capacity to develop a competitive proposal. Not having a grant writer at that point could cost the college in potential lost award funding of up to \$5 million – not a risk I'd like to take. In addition, the balance of resources (e.g., tutoring, supplemental instruction, and Strengths Quest training) for all disciplines will suffer, as only a few proposals each year will be able to be submitted without a grant writer. Significant to note, supplemental instruction and Strengths Quest training were first implemented on this campus through grant projects (HSI STEM PASS GO and Campus Mental Health). *Grant writer* is a critical position and a high need – one that should be incorporated into a regular budget so that we can count on having this role filled now and for the future. Most experts on grant trends acknowledge that grant funds are now and will continue to be a significant part of a college's income; this has changed from past years, where grants were considered extra or supplemental. Now they are necessary for the work of the college to continue, and as such need to be funded as an ongoing staffing priority.