

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Dr. James E. Smith			
Program or Service Area:	Grant Development and Management			
Division:	Research, Planning, & Inst. Effectiveness			
Date of Last Program Efficacy:	2016			
What rating was given?	Continuation			
Current number of Classified Staff:	FT:	2	PT:	0
Positions Requested	Grant Writer (growth from professional expert to full-time permanent) Director of Grants Development and Management (replacement)			
Strategic Initiatives Addressed:	Access; Student Success; Professional Development and Leadership			

Replacement X-Director Growth X-Grant Writer

If you checked replacement, when was the position vacated? 3/15/2015

1. Provide a rationale for your request.

Over the last year, the grants' office has lost two vitally important staff positions: 1) Director of Grants; 2) grant writer. The Director position has already been approved for hire by college council. The grant writer was most recently a professional expert.

Each month these positions go unfilled, we miss out on opportunities. Finding grants, and developing the ground work for grant proposals, require a high level of professional focus. It requires a person who stays tuned into websites, listserves, blogs, etc. to find and sort through grant opportunities until she/he finds a good fit. This has to be linked to a grant development process that guides campus stakeholders to identify and define their needs. The needs they define must be matched to programs that we want, and that can be funded by grants we plan to pursue. All this must happen before we start writing grant proposals.

The typical grant takes between 150 and 200 hours of work to write; that's easily more than a month's time. In the past, the grants' office was submitting approximately 12 grants a year, one per month. Recently, we have relied on consultants to assist with locating and writing grants.

We cannot afford to pay consultants for all our grant development and management needs. We need a grant director to fill our needs for finding opportunities, determining a fit, selecting a project with faculty/staff buy-in, coordinating the writing, budget, grant submission process, and managing compliance issues with existing awards. The director of grants will also need a grant writer to write the grants—the last person who worked as a grant writer worked as a professional expert, limited to 175 days a year. We want this position for grant writer to be expanded to a full-time classified position.

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*).

The EMP shows how the number of grants must be sustained to support programs that contribute to student success.

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 the previous writer was extremely capable. Much 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. We need a director to find grant opportunities, develop proposals, coordinate the writing, and manage compliance issues with grant funded proposals.

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

Without these positions, 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 rose steadily during years when both positions were filled (see 2016 EMP), without a grants director and grant writer, we run the risk of this number sinking dramatically.

Not having a grant writer in the next years could result in the loss of potential grant funding – this is a risk I'd rather not take. Campus 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 director and grant writer.