

Program Name: *Research, Planning and Grant Administration*

A. PAST: Objectives

Objectives for Research & Planning Unit:

- 1. To manage internal and external research inquiries such as program review, Basic Skill Initiative, IPEDS, etc.*
- 2. To support and facilitate research and delivery of data and information in instructional programs and student service areas.*
- 3. To advise faculty/staff to apply appropriate methodologies to data for analysis.*
- 4. To assist grant writing effort by recommending and providing baseline data for objectives.*
- 5. To support grant execution by assuring correct data collection procedures and provide performance measure data.*

Objectives for Grant Administration Unit:

- 1. To act as a clearinghouse for all the grants.*
- 2. To coordinate grant oversight committee and ensure proposals are pre-approved by upper management according to college mission and that there is no redundancy.*
- 3. To provide resources in grant writing effort.*
- 4. To ensure funded grants are executed according to guidelines.*
- 5. To provide and promote staff development in grant writing.*
- 6. To be on the look out for appropriate grant opportunities.*

B. PRESENT:

Research & Planning:

Research and Planning unit only has 0.5 FTE research staff for the last seven years. In the meantime, there has been increasing demand for accountability and state/federal mandates, administrators and faculty members have now become more sophisticated in requesting data to identify problem areas and to improve instruction and student services. In addition, IVC is now applying for more grants and therefore there are many requests for baseline and performance indicators data. Existing staff can barely keep up with the requests. There are many areas that desperately need additional attention – MIS data validation, in depth study of longitudinal data, institutional effectiveness, etc.

It is also a concern that right now extracted data are from various formats (ARGOS, Enlighten, Project One). Through Atlas grant, College has chosen ODS data warehouse to house the data in the near future. Hopefully, it will be a lot easier to analyze and study. Moreover, IVC is in such isolated area and RegionX RP Group has not met for the last five years. The support from other Community college researchers is minimal.

Grant Administration:

The Grant Administration Office began August 2009 with a full time Director of Research, Planning, and Grant Administration, a one third time Grant Program Specialist, and a full time budget technician. The office was charged to be the hub for all district grants to ensure coordination and management of grants. A Grant Oversight Committee was setup to review the requirements of the "Request for Proposal" for grants. Committee members, which consist of President, vice presidents, area dean, Director of Research, Planning, and Grant Administration, and potential grant coordinator will decide if the grant should be pursued based on information presented. The Oversight Committee also ensures there is no duplication of efforts in applying grants. Because of the recent shortage in state budget and the availability of ARRA funds, the college staff has been aggressive in applying for grants. Following are the 2010-11 funded grants:

<p style="text-align: center;">Imperial Valley College Grants for 2010-2011 <i>(\$15,078,275 in total and \$5,912,640 in Yr. 2010-11)</i></p>				
Total Amount for 2010-11	Grant	Total Amount	Duration	IVC Annual Amt.
Imperial Valley Local Grants \$1,266,408	WIA Grant Protective Svc	\$139,828	1 year	\$139,828
	WIA Grant - Machine & Elect. Repair	\$174,783	1 year	\$174,783
	WIA Grant - Diesel Mechanic	\$122,788	1 year	\$122,788
	WIA Grant - Solar & Wind Electrical Tech. (Project5 SET)	\$274,388	1 year	\$274,388
	WIA Grant - Retable Energy (Project TIIP)	\$300,375	1 year	\$300,375

	WIA Grant - Pipe Fitters Program (Project Pipe)	\$267,996	1 year	\$254,246
California Energy Commission \$439,578	B-Green	\$173,737	21 mts	\$173,737
	B-Green	\$265,841	21 mts	\$265,841
CA State Grants \$888,839	HR Staff Diversity	\$11,865	1 year renewable	\$11,865
	Enrollment Growth RN - Augmentation	\$567,331	2 years	\$278,000
	CTE Pathways (SB70 II CTE)	\$400,000	Extended	\$85,560
	SB-70 III	\$310,000	2 years	\$65,000
	Carl Perkins CTEA	\$443,914	1 year renewable	\$433,914
	VTEA II, Tech Prep CC	\$67,750	1 year renewable	\$14,500
	Vocational Rehabilitation	\$191,373	3 years	\$49,184* varies
Federal Grants \$3,317,815	HSIAC	\$1,154,237	3 years	\$600,000
	Student Support Services	\$2,177,660	5 years	\$435,532
	Talent Search	\$1,396,481	4 years	\$351,681
	Upward Bound	\$1,210,838	4 years	\$605,419
	TITLE V 2+2 Grant	\$2,779,235	5 years+ NCE	\$699,297
	Title V Technology Grant	\$2,971,295	5 years	\$625,886

We have developed a website to house all the grant documents, forms and information. There were three grant writing workshops in 2010-11 and over thirty faculty/staff received training. .

C. FUTURE:

Research & Planning:

As soon as the budget allows, Imperial Valley College should consider funding a full time researcher to assist the director and to take a more active role in data research. Meanwhile, the research unit is committed to forge forward with the following:

- *Develop website for most requested data and related resources.*
- *Establish procedures to validate all MIS data.*
- *Perform much needed longitudinal study on Math and ESL/English.*
- *Create yearly calendar for research and planning schedule.*
- *Document procedures for mandate submission and research projects.*
- *Conduct training on simple data inquires and analysis.*
- *Work closely with Campus Information Systems to create useful information at the data warehouse for institutional research.*

Grant Administration:

Because grant chasing will be part of IVC's culture from this point forward, Grant Administration Office plans to do the following:

- *Broaden the search for grant opportunities such as funding from foundations. This allows the college to find funding for language institute, center for veterans, etc. College can share the cost with other local agencies and purchase a Foundation Database.*
- *Establish a negotiated federal indirect rate – the initial calculation has been done by business office. The next step is to contact Department of Human and Health Services to ensure calculation is correct and establish an official indirect rate.*
- *Establish an official Institution Review Board (IRB) – An interim board has been formed. College needs to formalize the IRB by obtaining a number from Health and Human Service.*
- *Develop and implement additional grant writing workshop opportunities for faculty and staff.*