

College of Charleston
School of Education, Health, and Human Performance
EHHP Research and Development Support Fund Committee

2014-2015 Annual Report

Committee: Quinn Burke (TEDU), Courtney Howard (CPIE) – chair, Andrew Lewis (OPDE), Michelle McLeod (HEHP), Justin Pohl (Dean’s Office), Marcus White (Dean’s Office)

Purpose: To manage the EHHP Research and Development Support application and award process, including developing the forms, procedures, and guidelines that support application submission, review, and approval; funds disbursement; and follow up, if any. The committee was established in October 2014 and all members were identified by December 2014.

Summary of Activities

Online application and review form

An online application and review form were developed using Adobe FormsCentral, a service already subscribed to by the Center for Partnerships to Improve Education (CPIE). The application is patterned after similar applications currently in use by the Center. The review form was designed with feedback from the committee and this group also set a minimum acceptable score. As of June 22, 2015, Adobe FormsCentral will be unavailable and subsequently retired, therefore the application and review form will be migrated to another online form builder, Formstack, during the summer months. The subscription, which will have multiple uses, will be paid for by CPIE.

Review of Applications

On January 21, 2015, Dean Frances Welch announced the launch of EHHP R&D Support to EHHP faculty and staff. Applications were accepted until May 15, 2015. During that time, the committee received fifteen (15) applications, including those that were resubmitted after initial feedback was provided by the committee chair. During the pilot semester, the committee awarded \$17,686. Detailed information about the applications is attached and a summary is below.

- 9 applications from TEDU; 6 funded (67% approval rate)
- 6 applications from HEHP; 4 funded (67% approval rate)
- 13 applications from faculty; 2 applications from students; 0 applications from staff
- \$26,845.58 requested; \$17,686.00 awarded (66%)
- Approved applications supported a variety of activities including
 - 5 – present scholarly work
 - 1 – receive specialized training
 - 1 – develop grant proposal of \$100,000 or more
 - 3 – conduct research

Actions and Future Plans

In addition to reviewing the applications, the committee met twice (March and April) during the spring 2015 semester and maintained frequent email communication. The group discussed the need to hold recipients accountable for their awards, and the decision was made at the March meeting to disburse funds by reimbursement only, effective immediately.

The EHHP Research & Development Support Fund is intended to supplement other monies for approved activities, and applicants are expected to exercise due diligence in pursuing other sources of funding before applying. With this in mind, the committee:

Will develop and post a resource list to assist applicants in identifying other campus-based sources of funding *prior to* submitting an application for EHHP R&D Support. The list will be posted before the start of the 2015-2016 funding cycle.

Established limits on the percentage of total project budget per application that can be obtained through this fund. Effective in 2015-2016, the committee will award up to 25% of a faculty applicant's total project budget and up to 50% of a staff or student applicant's total project budget. For example, if a faculty indicates that an eligible project has a total budget of \$1200 and the committee seeks to support the application, then the award cannot exceed \$300. Under the same circumstances, the award for a staff or student cannot exceed \$600.

More applications were received by faculty than any other group, which prompted concern that faculty could deplete the fund, thus preventing students and staff from receiving support. The committee decided to allocate specific percentages of the pool to faculty, staff, and students. This will be addressed before the start of the 2015-2016 funding cycle.

To support accountability and generate a body of artifacts that document the value of EHHP Research & Development Support, the committee will require that all awardees submit a final project or report prior to the disbursement of funds. This new requirement will go into effect in 2015-2016.

To address fiscal year spending deadlines and the fluctuating amount of monies available in this fund each year, language will be included on the application to clarify that spending must be limited to the current fiscal year.

EHHP Research and Development Support 2014-2015									
Date	Applicant	Department	Position	Purpose of funds	Requested \$	%Tot Budget	Approved \$	Comment	
2/1/2015	Jon Hale	TEDU	Faculty	Present scholarly work	\$2,000.00	75%	\$2,000.00	final book production costs	
2/9/2015	Sophia Rodriguez	TEDU	Faculty	Present scholarly work	\$750.00	0%	no review	returned to applicant for additional work	
2/15/2015	Andrea DeMaria	HEHP	Faculty	Present scholarly work	\$774.00	39%	\$774.00		
2/17/2015	Sophia Rodriguez	TEDU	Faculty	Resubmission - present scholarly work	\$750.00	75%	\$750.00	did not travel; funds returned	
3/11/2015	mutindi ndunda	TEDU	Faculty	Receive specialized training	\$1,900.00	49%	\$0.00		
3/17/2015	Miriam Klous	HEHP	Faculty	Present scholarly work	\$850.00	0%	no review	returned to applicant for additional work	
3/23/2015	Miriam Klous	HEHP	Faculty	Resubmission - present scholarly work	\$850.00	100%	\$425.00		
3/30/2015	Emily Skinner	TEDU	Faculty	Receive specialized training	\$4,000.00	100%	\$3,000.00		
4/1/2015	Sophia Rodriguez	TEDU	Faculty	Develop grant proposal of \$100K+	\$800.00	100%	\$800.00		
4/7/2015	Terry Platt	TEDU	Grad Student	Receive specialized training	\$3,250.00	59%	\$0.00	cannot pay tuition or other course-related fees	
4/10/2015	mutindi ndunda	TEDU	Faculty	Conduct research	\$1,551.58	39%	\$1,552.00		
4/14/2015	Margaret Hagood	TEDU	Faculty	Conduct research	\$5,000.00	70%	\$5,000.00		
4/23/2015	Michael Hemphill	HEHP	Faculty	Present scholarly work	\$985.00	0%	no review	returned to applicant for additional work	
5/5/2015	Michael Hemphill	HEHP	Faculty	Present scholarly work	\$985.00	10%	\$985.00		
5/14/2015	Heather Helble	HEHP	Undergrad Studen	Conduct research	\$2,400.00	45%	\$2,400.00		
					\$26,845.58		\$17,686.00		
		9 TEDU	13 faculty						
		6 HEHP	2 students					TEDU 6 of 9 approved (67%)	
			0 staff					HEHP 4 of 6 approved (67%)	
	present scholarly work - 8 applied, 5 awarded								
	receive specialized training - 3 applied, 1 awarded								
	develop grant proposal - 1 applied, 1 awarded								
	conduct research - 3 applied, 3 awarded								

