Indiana University of Pennsylvania
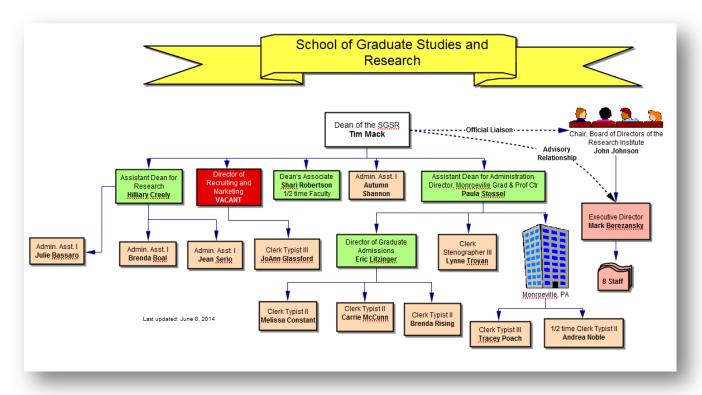## SCHOOL OF GRADUATE STUDIES AND RESEARCH

Annual Report for Academic Year 2013-14

July 1, 2014

The School of Graduate Studies and Research (SGSR) works with IUP faculty, staff, and students, and the IUP Research Institute (RI) to provide strategic leadership for IUP's graduate programs and to enhance the University's research agenda. The **Mission** of the SGSR is:

Indiana University of Pennsylvania (IUP) is a Doctoral Research University. As such, the School of Graduate Studies and Research provides strategic leadership for all graduate programs and for quality research and scholarship, within and outside the University. It also assists with marketing faculty talent and university capabilities to external audiences, and nurturing partnerships with outside agencies and businesses.
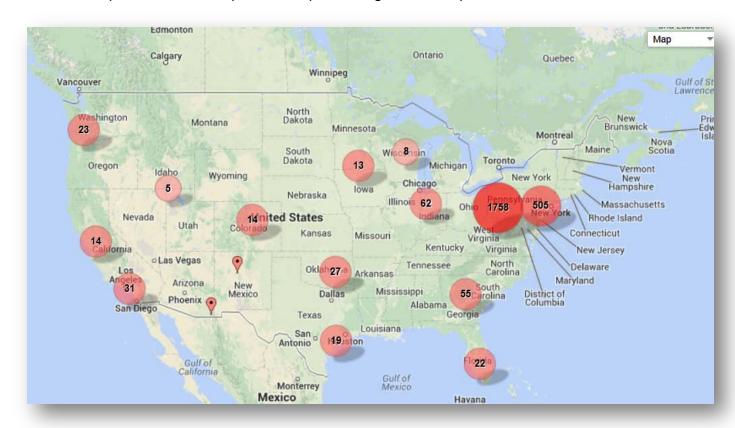
The organizational chart of the SGSR is below:

- **Melissa Constant** was hired in graduate admissions.

- **Paula Stossel's position** was re-described to reflect her increased role in graduate admissions and enrollment management.

- **Hilliary Creely's position** was re-described to reflect her role as co-chair of Middle States.

- **Frank DeStefano** will officially retire on August 1, 2014.

GRADUATE EDUCATION GOALS

Track Graduate Enrollment:

WHERE DO OUR INQUIRIES COME FROM? In 2013, the SGSR worked with a private firm to examine this question. The map below depicts our graduate inquiries for Fall 2012:
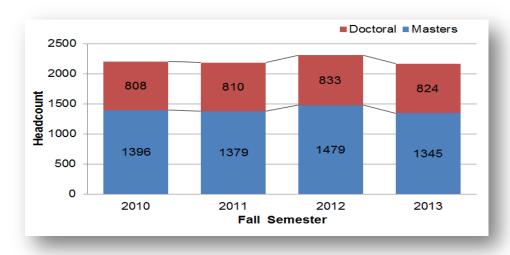

Most of our domestic inquiries come from the Mid-Atlantic region. However, it is worth noting that dozens of inquires come from Illinois, Georgia, Florida, California, and the state of Washington.

Most of our international inquiries come from the Middle East and India. IUP does not usually have many inquiries from China, which is unusual because China is typically where most graduate schools in the US obtain international graduate students.

IUP also received dozens of inquiries from western Africa and Malaysia (see next page):
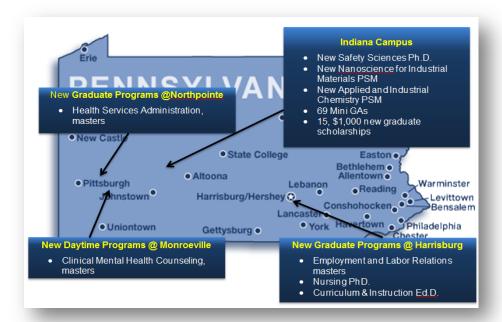
ENROLLMENT: IUP's fall graduate enrollment was 2,257 students, which is 64 less than last year. However, our four-year trend is that graduate **enrollment is relatively stable**:

Our master's enrollment has ranged from 1396 to 1479 over this four-year period, and our doctoral enrollment has ranged from 808 to 833. Note that 'one-course-only' students are not counted in the chart above.

There was great deal of dynamic change and innovation in graduate programs this year:

This innovation by IUP's graduate programs really helped this year. The SGSR estimates that our enrollment would have declined by more than 264 students, instead of 64, without all of this innovation. *Congratulations to these programs for innovating!*

With 48 graduate programs, enrollment changes from year-to-year. Some programs are doing well. 14 graduate programs gained 12% or more in enrollment in Fall 2013 compared with the previous year. They are:

Programs Growing by 12% or More

College	Program of Study	Fall 2012	Fall 2013	% Difference
EBERLY	Business Administration, MBA	201	266	32%
COEET	Adult & Community Ed/Comm Tech	20	24	20%
COEET	Curriculum & Instruction, DED	107	120	12%
COEET	Principal Certification	17	28	65%
FA	Music/Performance, MA	8	10	25%
HHS	Food & Nutrition, MS	21	31	48%
HHS	Nursing/Administration, MS	8	10	25%
HHS	Nursing, PHD	29	35	21%
HHS	Sport Science/Sport Studies MS	5	7	40%
HHS	Sport Science/Exercise Sci, MS	12	16	33%
HSS	English/Literature, MA	21	24	14%
NSM	Applied Mathematics, MS	19	22	16%
NSM	Nanoscience/Industrial Materials,PSM (Physics)	6	11	83%

Below are programs that declined for three consecutive years:

Programs with a 3-Year Decline in Enrollment Fall 2011-2013

College	Program of Study	Fall 2011	Fall 2012	Fall 2013
EBERLY	Business/Administrative, MED	5	3	1
	Business/Business Spec, MED	10	6	1
COEET	Ed of Exceptional Persons, MED	20	19	16
	Literacy, MED	26	19	13
	Masters in Education, MED	30	19	18
	School Counseling, MED	74	69	60
HHS	Criminology, MA	83	82	48
	Nursing/Education, MS	43	36	23
HSS	English/Composition &TESOL PHD	143	133	127
	English/MATE, MA	21	18	13
	English/TESOL, MA	37	31	26
	History, MA	24	22	17
	TOTAL	501	448	361

Graduation Data:

The SGSR did a degree audit and approved the following for graduation.

- August 2013: 35 doctoral and 169 masters, 2 MFA, and 4 certificate students.
- December 2013: 40 doctoral and 192 masters' students.
- May 2014: 42 doctoral, 2 MFA, 252 masters' students, and 12 certificate students.
- iThenticate scanned 189 theses and dissertations for plagiarism during 2013-14.

Distributing Graduate Assistantships:

572 assistantships were awarded for 2013-14. This number is a combination of 245 GA positions being split, plus the Mini GA positions.   **All of the information regarding assistantships is on the SGSR website**, including the algorithm, the data used in the algorithm, and multiple years of assistantship allocations by program.

We offered **'block funding' GAs** to a department this past year, which allows programs to create 'custom' GAs. Criminology liked this and asked for block funding for their master's programs, too.

Mini GAs are a Good Investment:

The SGSR awarded 97 Mini GAs for Fall 2013 and Spring 2014, with each being 8 hrs/wk. The SGSR received $210,000 in funding from central administration for the Mini GAs and **added $81,000** to fund them all. The SGSR calculated that IUP had **$415,267 in net income** from the Fall 2013 mini GAs. This is a very good ROI.

New Scholarships Distributed:

IUP has a paucity of graduate scholarships and the need is great. President Driscoll successfully lobbied for $15,000 in graduate scholarships from FIUP. These were distributed as $1000 scholarships to students based on increasing retention and enrollment. Even though the email about this was sent to the graduate coordinators in mid-July, all 15 were distributed in **less than two hours**.

Engaging Graduate Coordinators:

The SGSR hosts six meetings per year with the graduate coordinators, who are our 'Virtual Graduate Department'. This is leading to positive change. Excellent examples of this are the **Early Admissions (eg. '4+1') Policy** and the **Dual Enrollment (eg. double graduate major) Policy**. Both emanated from a discussion between the graduate coordinators and the co-chairs of the University-Wide Graduate Committee. These passed University Senate and we have new graduate students enrolled.

The SGSR instituted a **New Graduate Coordinator Orientation** this year as a way of helping faculty become acquainted with the services that the SGSR offers. The new coordinators have complimented the SGSR on it.

The SGSR has processed **40 summer contracts for master's coordinators**. Coordinators are being paid from $750 to $2,500 depending on how many annualized FTE graduate students that they manage. This rewards graduate coordinators for contacting admitted students over the summer and encouraging the students to enroll.

Improving Graduate Admissions:

- A 54-page 'Admissions Specialist Procedures Manual' was created to ensure all application processing and data entry is consistent and is used as a guide when questions arise or when cross-trained staff are filling in during times of vacation or illness.

- A 28-page 'Graduate Assistant's Procedures Manual' was created to ensure Admissions GAs are trained consistently and duties are clearly identified.

- A 23-page 'Student Worker Procedures Manual' was completed to ensure students are trained consistently and duties are clearly identified.

- 41 additional SOPs for duties related to processing Assistantships, transfer credits, graduation clearance, registration, application reporting, felony notifications, graduation verification,

commencement RSVP, academic standing, changing grades, file purging, and exceptions to policy requests were created.
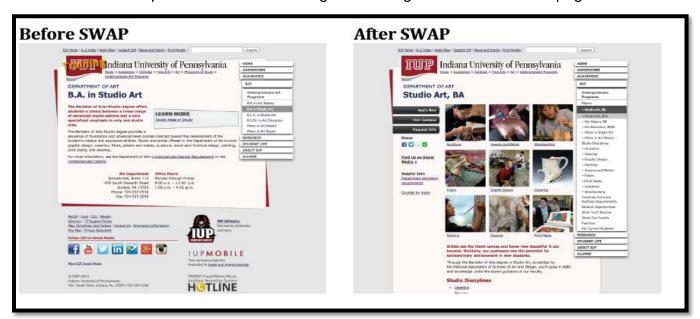
- The admissions process is moving towards a 'paperless process'; a pilot test with coordinators is underway.

Improving Websites:

The Strategic Funding Initiative (NICKNAME: **SWAP Project) entitled, "Website Assistance for Every Undergraduate and Graduate Program at IUP" was funded for $127,600 in Spring 2013.** This proposal was jointly submitted with the Division of Enrollment Management & Communications, all 48 of the IUP Graduate Coordinators, and the SGSR. The proposal funds web page revisions for all 60 of the departments within www.iup.edu and optimizes the pages to be more attractive to prospective students- both undergraduate and graduate.

- **74,534 prospective undergraduates and 2,500 prospective graduate students were surveyed** to understand expectations of departmental program websites. **60 faculty and administrators** participated in focus groups**.**

The goal was to increase time-on-page. Preliminary results suggest that **time-on-page is up by 29%,** which is very good. This will primarily have an impact on Fall 2015 recruiting efforts. The BEFORE and AFTER photos illustrate how large the changes can be for a web page:

Protect Academic Integrity at IUP:

The SGSR dismissed **10 students** this year, and **inactivated 16 doctoral and 84 masters' students** for exceeding time limits for completing their degrees.

SGSR staff work closely with graduate coordinators on student issues that reach PASSHE Legal Counsel. **We had one active lawsuit** this past year involving a student who was dismissed for non-

academic reasons. Several others were resolved before reaching this level. We also had one significant plagiarism case involving a student thesis that was referred to the Academic Integrity process.

Graduate Curricula:

SGSR staff worked with the University-Wide Graduate Committee and the University Senate reviewed and approved the following:

GRADUATE CURRICULUM SUMMARY		
Type of Curriculum	**2012-13**	**2013-14**
Traditional		
New Courses or Major Course Revisions	47	28
Minor Course Revisions	27	19
New Certificates of Recognition (COR) or Letters of Completion (LOC)	2	3
Program Revisions	16	12
Distance Education		
New D.E. Courses	31	35
Variability of Delivery Approved	5	1

The academic year ended with zero curriculum carryovers.

Improve the Monroeville Graduate and Professional Center:

SGSR staff worked with Procurement Services and Penn Center Management Corporation to successfully execute a 10-year lease for the Monroeville Graduate and Professional Center from July 2013 – August 2023.

Improvements continue to be made to the Center:

- o Three SMARTBoards were installed in classrooms.

- o The Center was re-carpeted and repainted, and new furniture was purchased for the student computer library and the reception/ waiting area (see next page).

Left: Student Classroom

SMARTBoard

New Paint

New Carpeting

Right: Student Library
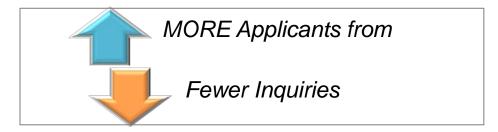
Enhance Marketing for Graduate Programs:

The SGSR's marketing has been featured as a model in at least two studies done by higher education think tanks for University Presidents/Provosts. Each of IUP's 48 programs is separately and independently marketed with its own unique plan developed **in concert with the graduate coordinator**.

The results of increased use of digital marketing, social media, and Hobson's Connect have produced a **conversion rate increase in 'inquiry to applicants'**.

FACTOID: 80% of prospective graduate students view IUP's websites on a mobile device

- Inquiries fell from 6,992 in 2012 to 6,918 in 2013 a 0.01% decline.

- Applicants rose to 2,775 in 2013, an increase of **879 applicants.**

- **The conversion rate** rose from 27% to **40%.**

MORE Applicants from

Fewer Inquiries

Some marketing trends are:

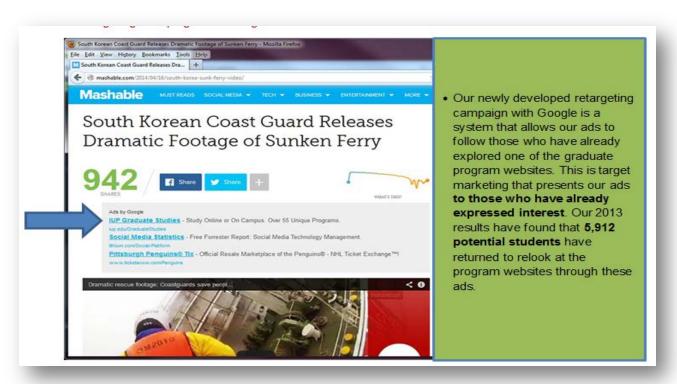More than **66%** of the US reads news on their cell phones

Videos on landing pages increase conversions by 86%.

43% of all marketers found a customer via **LinkedIn**

Visual data are processed **60,000 times** faster than text.

Each of the 48 graduate programs at IUP is separately marketed with its own unique plan developed in concert with the coordinator. We continued to shift monies from radio and print ads to new digital campaign platforms.

GOOGLE IS ESSENTIAL FOR IUP: Our retargeting campaign with Google allows our ads to follow those who viewed one of the graduate program websites. We found that **5,912 potential students** returned to look at the program websites. Google ad **placement on page was an excellent 1.7** (the top listing on the page is 1.0). IUP has to 'bid' for placement in a silent, non-viewable bid process controlled by Google. **Retargeting** works!

Indiana University of Pennsylvania
SCHOOL OF GRADUATE STUDIES AND RESEARCH

INTERNATIONAL GOOGLE: This year was the 2nd year that the SGSR used International Google marketing campaigns. Three programs were selected to run for three months. The campaigns ran in five cities in the countries of China, India, Taiwan, Saudi Arabia and Ghana and **produced close to 52,000 visits to our graduate websites.**
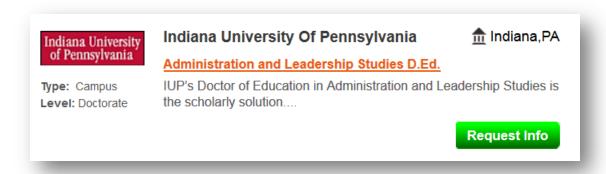
YOUTUBE EXCELS: YouTube advertising was launched for the very first time for a three month trial with encouraging results. We had over **10,000,000 (!) impressions** and almost **15,000 people viewing** the SGSR video and **936 people clicking** through to the SGSR website.

100 hours of YouTube video are uploaded every minute.

GRADSCHOOLS.COM GENERATING VISITS: We also paid for www.gradschools.com to feature our programs because it is the #1 graduate website in the U.S. for prospective students. Gradschools.com generated **542 full inquiries** for all graduate programs and over **4,000 visits** to our graduate program websites. Below is one of our advertisements in Gradschools.com:

Indiana University of Pennsylvania

Indiana University Of Pennsylvania 🏛 Indiana,PA

Administration and Leadership Studies D.Ed.

Type: Campus
Level: Doctorate

IUP's Doctor of Education in Administration and Leadership Studies is the scholarly solution....

Request Info

TWEETS GROWING: The SGSR **Twitter** followers have grown to **1,031** in 2013 – **a 377% increase**.

jetspring™

NEW INTERACTIVE 24x7 CHAT SERVICE: JetSpring (**a chat service**) was launched in mid-March with fifteen graduate programs participating. The chat service responds 24 hrs by 7 days/wk to prospective students.

Enhance the Effectiveness of the SGSR Facebook Page:

- The SGSR Facebook page is a great way to engage both potential and current students. We ran several events this year to increase the number of people visiting our page.

- SGSR Facebook page is now generating over **21,500 graduate website visitations**.

- Facebook ad campaign generated over **36 million impressions**.
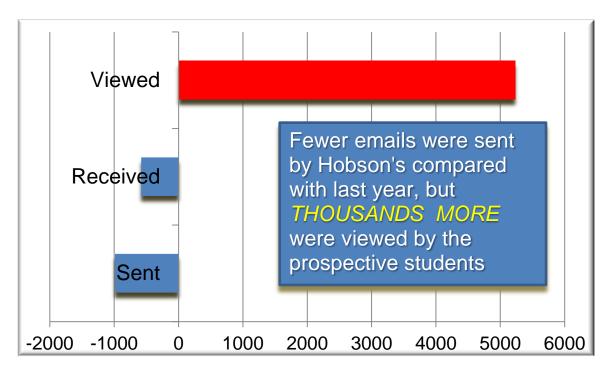

Fully Implement Hobson's Connect:

- **Hobson's Connect** is an enterprise-level electronic enrollment management system that is the primary means of communicating with prospective students.

- Hobson's Connect sent **50,156** HTML emails to prospective students from July 2013 to June 2014. Only **0.53%** of prospective students opted out of these communications.

Sent	Received	Viewed	Clicked Any Link	Opted Out
50,156	49,881	29,934	6,346	265

- Fewer emails were sent to prospective students by the Hobson's Connect system, but **several thousand more were viewed**, which is very good:
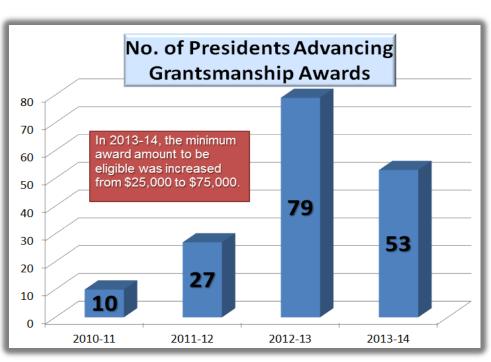
Fewer emails were sent by Hobson's compared with last year, but *THOUSANDS MORE* were viewed by the prospective students

RESEARCH GOALS

Increase the Number of Large Grants Submitted:

- The **President's Advancing Grantsmanship Fund** provides $2,500 to faculty who would submit a proposal of $75,000 or more. The SGSR received $50,000 from the President's Office to support the President's Advancing Grantsmanship Fund. **As of June 12th, we have funded 53 President's Advancing Grantsmanship Fund awards, totaling $132,500.**

No. of Presidents Advancing Grantsmanship Awards

In 2013-14, the minimum award amount to be eligible was increased from $25,000 to $75,000.
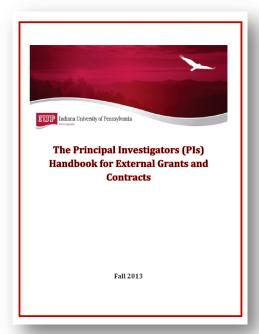
Increase Grantsmanship at IUP:

The Strategic Funding Initiative entitled, "Increasing Federal Grant Awards at IUP" was funded for $120,000 in Spring 2013. This was submitted by the Federal Grant Performance Funding Metric Subcommittee of the University Planning Council. The goal of this initiative is to:

1. Increase in the number of federal grant proposals of $50,000 or more being submitted.

2. Increase the quality of Federal grant proposals being submitted.

The Initiative provided four summer contracts for IUP faculty to serve as reviewers for faculty writing Federal grant proposals, and four 3-credit releases for faculty to write a Federal grant proposal.

Awarding 3-credit releases has been successful because **two proposals** to a major granting agency were submitted and two more will be submitted soon. Perhaps the most important outcome is that each of these four faculty concentrated on developing a quality grant proposal and was mentored in doing so by an experienced faculty member at IUP. This will pay long-term dividends.

New Principal Investigator Handbook:

The **Handbook for Principal Investigators** in the SGSR was last updated in 2007. It was so confusing for Principal Investigators that we removed it from the SGSR website. This was extensively re-written and the RI, Grant and Special Funds Accounting, the RI Advisory Board, the COD, members of President's Cabinet, and the University Senate Research Committee reviewed it. It was **passed by Senate** and has been distributed to faculty since Fall 2013.

New Travel Procedure for all Personnel at IUP:

The new **International Travel Procedure** was approved in the December 2013 meeting of the University Senate. The SGSR was heavily involved in creating the draft because of its direct linkage to Export Control. The procedure requires travelers to obtain approval before traveling (a 1st at IUP) and is based on Federal Export Control Laws.

Support the Equipment Infrastructure of IUP:

The SGSR paid for **$29,674 in equipment repairs and maintenance agreements** since July 1, 2013.
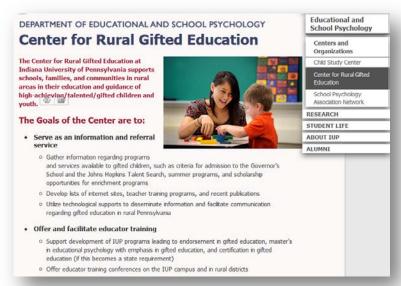
Improve Effectiveness of the Centers and Institutes:

SGSR staff worked with the Centers and Institutes Advisory Board to create and enact a **new annual review process** for centers and institutes, which is patterned after the new manager evaluation process in Academic Affairs. For the 1st time, deans will review goals with each center or institute prior to submission to the SGSR. The annual five-year review of centers was also eliminated.

In an on-going effort to help IUP's Centers and Institutes (C&I) improve communication about the services/opportunities they offer, the SGSR continued a program where C&I apply for individualized website improvement assistance to be provided via an agreement with the Center for Media Production and Research. The selected C&I work with the Center for Media Production and Research to develop improved text, layout, photo, and video content. Based on the applications submitted, five were selected:

- Center for Rural Gifted Education
- IUP Community Music School
- Center for Turning and Furniture Design
- Institute for Information Assurance
- The Biotechnology Institute.

It is hoped that the improved websites will more effectively market our services to potential partners.

Reduce Routing of Paper Forms by the SGSR:

SGSR staff altered the Research Topic Approval Form (RTAF) so that it is now available as a fillable PDF that accepts electronic (Adobe) signatures.

A major business process improvement (and major improvement for C&I compliance) was the development, implementation, and communication of a new electronic Supplemental Payment Request form to replace the old carbon-copy CECI contract. This new form is both more usable and will promote compliance with the requirement for pre-approval before work commences and the PASSHE compensation policy income limits.

Improve Faculty Awareness of Research Policies:

SGSR Staff developed a website (http://www.iup.edu/page.aspx?id=142584) for new faculty, chairs and deans. This site is a 'one-stop shopping site' for research policies and procedures, and agreements:

Support Research at IUP:

- The SGSR supported both faculty and student research and travel via many distinct funding mechanisms, including incentives for proposal submission:

Activity	Description	Result
FPDC Annual Competition	http://www.iup.edu/facultyprofessionaldevelopment/default.aspx PASSHE competition; grants up to $10,000 from PASSHE.	16 IUP faculty applied; 7 were funded for a total of $69,575. IUP received 39% of all FPDC awards made by PASSHE.
FPDC Special Competition	http://www.iup.edu/facultyprofessionaldevelopment/default.aspx A new grants competition is being sponsored through PASSHE FPDC in the area of Innovation in Teaching and Improvement of Student Learning Grants. Faculty may apply for grants up to $10,000.	Two IUP faculty applied and one was funded.
USRC Small Grants	http://www.iup.edu/research/senateresearchgrants/default.aspx Awards up to $2,000 made 8 times throughout the year in 7 categories (including travel to present papers/posters at scholarly conferences).	$153,745 committed—a 3% increase from the previous year. There were 156 proposals submitted and 119 were funded.
University Senate Fellowship	http://www.iup.edu/research/senateresearchgrants/default.aspx	$16,165 this year versus $12,989 last year.

Awards	Grants up to $3,500 per investigator for seed support for projects that may develop into more extensive undertakings eligible for funding from an external source; summer support for faculty members who want to conduct research or design creative teaching project, or stimulating faculty in areas of publication, professional presentations, artistic endeavors, and external grant applications.	
Faculty Publication	http://www.iup.edu/page.aspx?id=98048 Publication costs for articles in scholarly journals paying no royalty or fee to the author are funded by the School of Graduate Studies and Research to a limit of $500.	$12,245 this year versus $5,909 last year.
Incidental Research	http://www.iup.edu/page.aspx?id=98048 Large research projects are funded externally. $500 for preliminary studies leading to external grant proposals are supported internally.	$7,526 this year versus $6,924 last year.
Travel in Pursuit of External Funding	http://www.iup.edu/page.aspx?id=98048 Funds to assist with travel to establish direct contact with program officers at federal and state agencies and private foundations as well as private industry support of technology licensing.	$4,931 this year versus $833 last year.
Undergraduate Scholars Forum (USF) Awards	http://www.iup.edu/page.aspx?id=4695 Awards to select undergraduate participants in the USF, including an award to represent IUP in the Annual "Research at the State Capitol" Event.	SGSR buys "giveaways"; RI buys "prizes"; and SGSR pays travel to the state capital for 2-4 winning students. The College Deans also provide funds for first place winners.
Graduate Scholars Forum Awards	Awards to selected graduate participants in the Forum.	The SGSR provides 'giveaways' and $2,500 in travel money; the Research Institute provides several awards, as do the College deans.
Student Travel	http://www.iup.edu/page.aspx?id=4695 Up to $750 per academic year for graduate students and $500 for undergraduates to travel to present their research/scholarly work.	Doctoral: $85,603 this year, $100,208 last year. Masters: $24,785 this year, $27,634 last year. Undergraduates: $8,913 this year, $8,067 last year.
Student	http://www.iup.edu/page.aspx?id=65579	$6,100 this year, $6,255

Professional Development	Graduate students can apply for up to $300 to support their participation in scholarly and creative activities that add to professional development in a significant way.	last year.
Graduate Student Research Grant	http://www.iup.edu/page.aspx?id=65579 This fund was created to encourage and support graduate students as they undertake research and creative projects that will contribute new insights in their chosen academic field. Max. amount students may receive in support of their research project, creative project, thesis, or dissertation research is $1,000 per year.	$12,428 this year, $16,688 last year.
Undergraduate Student Res.	http://www.iup.edu/page.aspx?id=65577 Up to $300 grant to encourage students to do research.	$1,440 this year, $1,520 last year.

Protect the Research Compliance of IUP:

IRB/IACUC VIOLATIONS HIT 5-YEAR HIGH. IUP faculty and students brought forward **eight potential Institutional Review Board (IRB) or Animal Care (IACUC) violations** since August 2013. Each of these required the IUP Research Integrity Officer (RIO) to conduct a review of the situation and to write a report. The eight that the SGSR reviewed were:

- **An authorship dispute** between two faculty. [Note: Authorship disputes are not research misconduct].
- **A master's student** allegedly collected animal data in a foreign country without a valid protocol.
- **An undergraduate student** allegedly worked with a faculty member collecting animal data without a valid protocol.
- **Faculty in two departments** allegedly altered a survey after IRB approval and added fields that identified individuals.
- **Two students** allegedly collected human subjects survey data without a valid protocol.
- **A graduate student** allegedly collected data without an approved IRB protocol.
- **A faculty member** allegedly collected human subjects data without an approved IRB protocol.
- **A graduate student** allegedly collected human subjects survey data without a valid protocol.

As a result of so many occurrences of potential research misconduct in a single year, SGSR staff worked with the chairs of IRB and IACUC to draft a proposed new IUP Policy requiring all students doing human or animal subjects research to pass online training. It will go to Senate in September.

All personnel at IUP can access free, online training in human subjects, animal care, financial COI, research ethics, responsible conduct of research, and others topics. This training, through the Collaborative Institutional Training Initiative (CITI) can be found on the SGSR website[1].

Maintain Research, Thesis, and Dissertation Support for Graduate Students:

- The SGSR provided the following support for student research:

Form of Support	Amount
Travel support for undergraduates	$8,913
Travel funds for master's students	$24,785
Travel funds for doctoral students	$85,603
Professional development funds for master's and doctoral students	$6,100
Research grant awards for graduate students	$12,438
Research grant awards for undergraduate students	$1,440

- **The Ninth Annual Undergraduate Scholars Forum** was held on April 1, 2014. **269 students** presented their work and **191 faculty members** participated as judges and/or student research sponsors**.** This was a **new record** for undergraduate student participation.

- The **Fourth Annual Graduate Scholars Forum** was held on April 2, 2014. **105 graduate students** from five colleges presented their work through research posters, juried art exhibits, and oral presentation. **83 faculty members** participated as judges and/or student research sponsors.
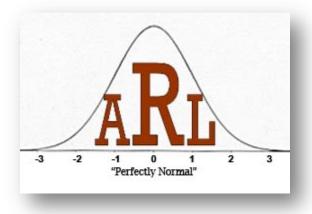
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[1] http://www.iup.edu/page.aspx?id=6609

'Reinvent' the Applied Research Laboratory:

1) Due to budget cuts in 12-13, the SGSR eliminated the faculty ARL director position (12-credit release, cost savings of over $80K), converted the lab to an SGSR service (rather than an official IUP Center & Institute), and assumed management of the lab, its five graduate assistants, distribution of IUP student email addresses for use in surveys, and administration of the University's Qualtrics account. Despite these major changes, the ARL still managed to satisfactorily serve **150 clients** this year (21 faculty, 6 staff, and 123 students)—a slight (14%) decrease over last year (175 clients served in 12-13)—and did so at a significantly reduced cost.

Advance grantsmanship at IUP:

- IUP has an excellent relationship with its 501(c) (3) partner, the IUP Research Institute. The RI deserves and receives continuous attention from IUP because of its status as a 501(c) 3 foundation. SGSR personnel attended three meetings per week with the RI:

  - o **A Tuesday meeting** with the RI staff to discuss grant management issues.
  - o **A Wednesday luncheon** with Mark Berezansky, to discuss and resolve 'hot button' or confidential issues.
  - o **A Friday meeting** with the RI staff and representatives from Grant and Special Funds Accounting in Administration & Finance, from the SGSR, from HR, and from Procurement, to discuss and resolve current problems that have arisen each week.
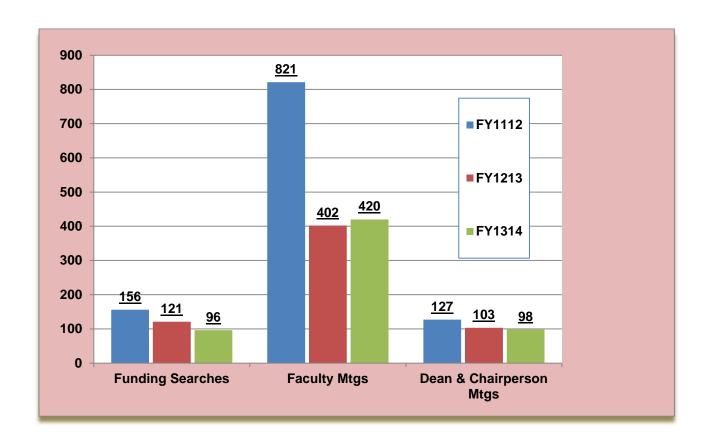
- **SGSR personnel reviewed and approved over 120 proposals in 2013-14**. There is also a **Collaborative Agreement** procedure between the RI and IUP, where the RI tasks over funds such as faculty salaries to IUP. Our best guess is that we reviewed and approved about **100 of these.**
- IUP personnel submitted approximately **$15 million** in extramural grant or contracts requests for FY 13-14.

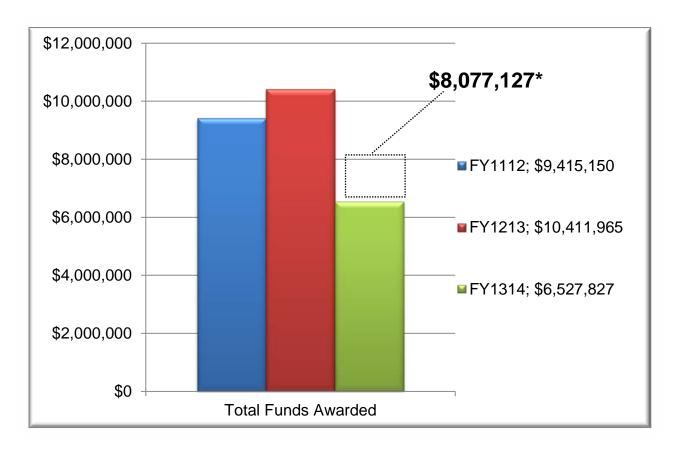| Fiscal Year	# of Proposals Submitted	Total Requested
2011-2012	164	$ 24,528,044
2012-2013	125	$ 19,895,226
*2013-2014	*122	$ 15,483,526

*July 2013 to April 2014.

- As of June 13, 2014, the RI had conducted **96 funding searches for faculty**, **had 420 meetings with faculty or administrators, and had 98 meetings with deans or chairpersons (see below)**. SGSR personnel have been involved in some of these meetings but we do not have a count.
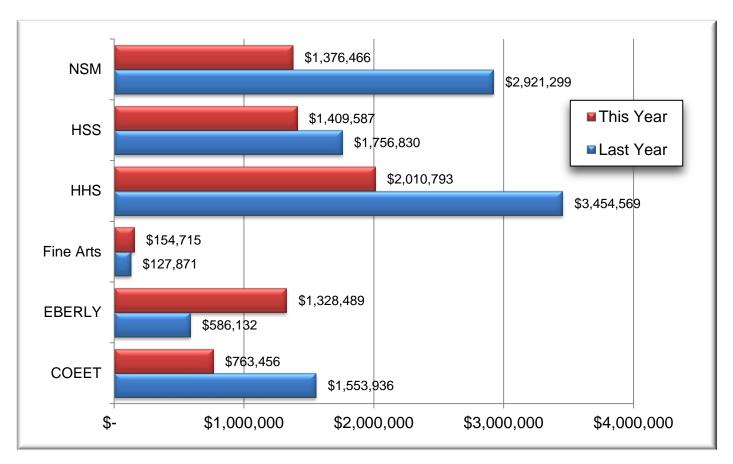
- **The RI's best estimate (as of June 16, 2014) for externally sponsored awards for 2013-2014 is $8.1 million, which would be down from last year's 10.4 million.**

$8,077,127*

■ FY1112; $9,415,150

■ FY1213; $10,411,965

■ FY1314; $6,527,827

Total Funds Awarded

- o *The RI has reasonable expectations of receiving an additional *$1,549,300 in awards during the month of June, 2014. Based just on these expectations, our projected award total for FY1314 is $8,077,127.   In addition, we have $10 million in outstanding pending proposals.

- o The primary reasons for the decline appear to be that IUP received two National Science Foundation Major Research Instrumentation awards last year which totaled over $815,000. Neither of the two submissions was selected for funding this year. Also the Constable training program was funded last year for $1,261,132. This is a two-year grant.

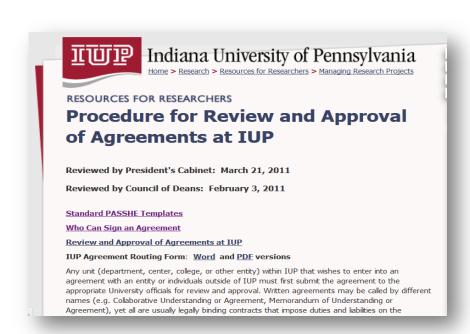o   At the College level, EBERLY increased its grantsmanship significantly this year:

College	This Year	Last Year
NSM	$1,376,466	$2,921,299
HSS	$1,409,587	$1,756,830
HHS	$2,010,793	$3,454,569
Fine Arts	$154,715	$127,871
EBERLY	$1,328,489	$586,132
COEET	$763,456	$1,553,936

- **The FEDERAL BUDGET SHUTDOWN** at the end of September 2013 had a negative effect on multiple grants. The RI, Grant and Special Fund Accounting, and SGSR staff worked hard for many days to understand what guidance was coming from each Federal agency and particularly what the guidance meant for IUP. This was challenging as the Federal websites were offline and no one was answering the phones. The SGSR worked with the RI and with Grant and Special Fund Accounting to develop a list of affected people- **there were about 60**. **We resolved most of these** and then concentrated on the OSHA personnel. Eventually the government resumed operation and we resolved issues with OSHA. We hope that the Federal government doesn't shut down again for many years.

ACADEMIC AFFAIRS AGREEMENTS

The SGSR manages all agreements for the Academic Affairs Division **Academic Affairs has more than 500 Agreements.** SGSR staff have a shared drive that is serving as the electronic repository for Agreements. This year, the SGSR worked with the Provost's Office to calculate how many internship course sections each college was offering and then to create a spreadsheet that compared these sections with the number of Agreements that we have on file. A website was created to help faculty, staff, and managers understand the agreements process (http://www.iup.edu/page.aspx?id=143861)

STATE AUTHORIZATION

This was a new task assigned to the SGSR this year, with able assistance from Dr. Dolores Brzycki since January 2014. Quoting WICHE[2], *"States have long had the authority to regulate institutions offering education within the state's boundaries, regardless of the educational modality (face-to-face, distance, other) being used. States' regulations vary from having no regulation to having very strict requirements. Even if you have no physical presence, a few states still expect you to comply. The definition of "presence" varies widely."*

The U.S. Department of Education released its regulation in 2010 requiring institutions to document that they have the proper approval to serve students in other states. This has since assumed a larger role of including internships in a state. To simplify:

- If IUP as a Pennsylvania institution is serving a student in an online program has is a resident of another state, then we should check for authorization.

- If IUP has internships in other states, these internships can trigger a requirement for authorization in the other state.

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[2] http://www.wiche.edu/

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State authorization is rapidly changing, but almost all of the changes are more rigid than previous ones and, to be frank, the process is onerous. IUP <u>will not</u> be able to afford or be able to obtain authorization from every state, unfortunately.

Currently, IUP is authorized in:

- Arizona
- Colorado
- Illinois
- New Jersey
- Ohio
- Wisconsin
- Virginia

> *FACTOID: The federal Department of Education is expected to require each state to have an 'active review' for all DE programs offered by out-of-state entities.*

Using SGSR funds, the SGSR added a 20/hour/week GA, Teresa Smith, in January 2014 to help assist with cataloging each state's authorization requirements. In May 2014, the SGSR asked two current staff from the Monroeville Graduate and Professional Center to assist with State Authorization. The landscape is rapidly changing. **We recently learned that internships in programs will trigger authorization in 17 states**. Much has yet to be done at IUP regarding adjusting internal processes based on DE Authorization mandates, such as:

- Registration
- Transfers
- Change of majors
- Internship locations
- Recruiting.

There is much more to come on this issue.

> *In conclusion, the SGSR has had a productive year! More progress will be made in 2014-15 in Agreements, State Authorization, a Student Research handbook, IRB and IACUC training, and electronically applying for admission. The SGSR continue to work with you to better both graduate education and research at IUP.*