



Annual Report for Academic Year 2012-13

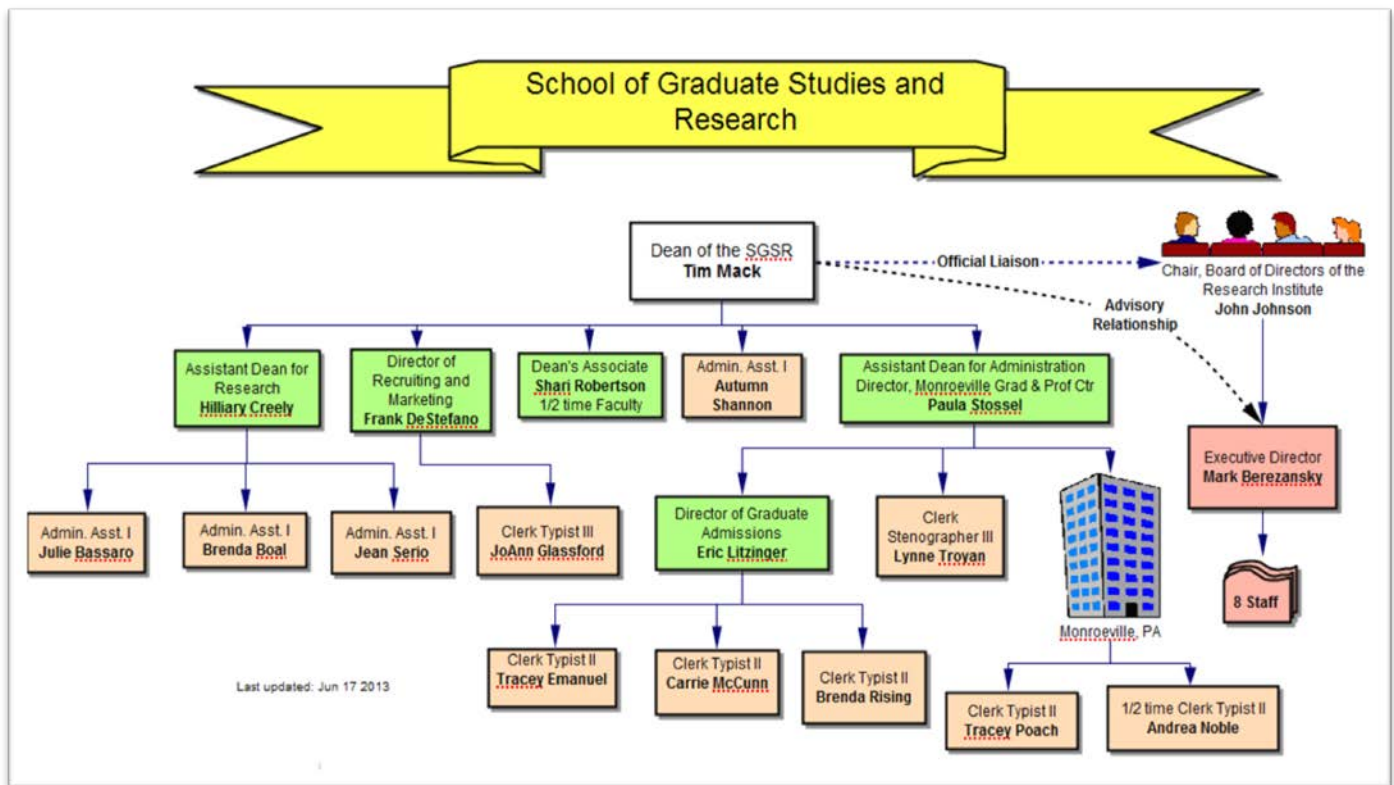
July 1, 2013

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:



- **Eric Litzinger** was hired in Fall 2012 as the **Director of Graduate Admissions**. He replaced Lori Harkleroad and has been an excellent hire.
- **Annette Lucas** retired in December 2012, and **Carrie McCunn** was hired. This is one of only two graduate admissions processors in the SGSR.
- **Fred Kline** retired in August 2012 and this position was given up in the budget cut. Job duties were internally rearranged after he left.



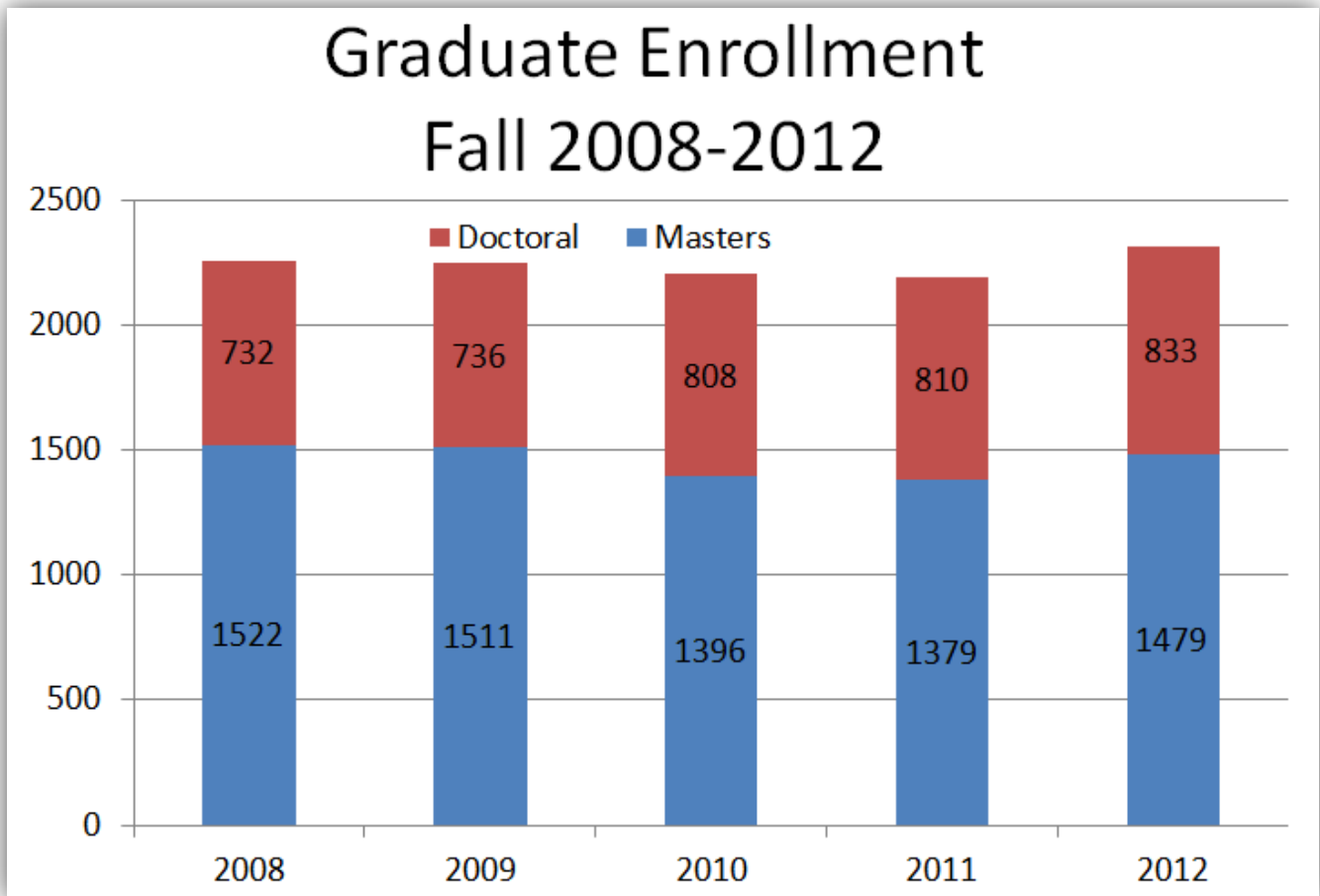
GRADUATE EDUCATION GOALS

Track Graduate Enrollment.

Graduate enrollment was **up by 132 students** last year. This is a 6% increase in enrollment, and our Fall 2012 enrollment was 2,321 according to the PASSHE official headcount statistics. This reversed a four year decline.

IUP was one of only two PASSHE institutions that increased graduate enrollment, with the other being Lock Haven University, which increased by 22. Graduate enrollment at eight of 14 PASSHE institutions declined by more than 100, and four of 14 PASSHE institutions suffered a 15% or greater decline in graduate enrollment.

At IUP, both Master’s and Doctoral enrollment were up (see below):





With 48 graduate programs, enrollment changes from year-to-year. Some programs are doing well. IUP has six high demand programs that are highly selective and admit only a small percentage of applicants. These are strong programs that many prospective students want to attend:

High Demand Graduate Programs		
College	Program	No. REJECTED Applicants Fall 2012
COEET	Community Counseling	42
	Student Affairs/Higher Education	59
	Speech-Language Pathology	163
CHSS	English/TESOL MA	29
	English/Composition & TESOL, PhD	65
NSM	Clinical Psychology, PSYD	81
Total No. of REJECTED Applicants		439

18 graduate programs gained 10% or more in enrollment in Fall 2012 compared with the previous year. They are:

Programs That Grew by 10% or More From Fall '11 to Fall '12				
College	Program	Fall 2011	Fall 2012	%Difference
Eberly	MBA/Executive Track	54	109	102
Education and Educational Technology	Special Educ Certification	6	18	200
	Admin & Leadership Studies DED	61	90	48
	School Psychology, DED	50	63	26
	School Psych Specialist Cert	16	20	25
	Adult & Community Education	23	26	13
Fine Arts	Art, MA	2	5	150
	Music/Performance, MA	5	8	60
	Art, MFA	22	27	23
Health and Human Services	Nursing/Administration, MS	3	8	167
	Nursing, PHD	21	29	38
	Safety Sciences, MS	53	65	23
	Employ & Labor Relations, MA	57	69	21
Humanities and Social Sciences	English/Generalist, MA	6	8	33
	Public Affairs, MA	18	22	22
	English/Literature, MA	19	21	11
Nat Science and Math	Chemistry, MS	12	15	25
	Biology, MS	22	27	23
	Physics, MS	5	6	20



Below are programs that have declined for three consecutive years:

Three Year Program Enrollment Decline				
College	Program	Fall 2010	Fall 2011	Fall 2012
EBERLY	Business Administration, MBA			
	INDIANA	100	71	58
	Business/Administrative, MED	8	5	3
	Business/Business Spec, MED	13	10	6
	Business/Workforce, MED	5	2	2
COEET	Adult & Community Ed/Comm Tech	34	28	20
	Elementary&Middle Sch Math,MED	13	11	7
	Level II Certification	14	1	1
	Literacy, MED	36	26	19
	Masters in Education, MED	36	30	19
	Principal Certification	22	18	17
CHHS	Criminology, MA	96	83	82
	Nursing/Education, MS	49	43	36
CHSS	English/Composition &TESOL PHD	162	143	133
	Total Enrollment	588	471	403

The preponderance of MEDs on this list may be due to the loss of Act 48 Funding from the state of Pennsylvania. Also, some chose to reduce their enrollment such as Criminology and the Composition & TESOL programs.

Process Students for Graduation.

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

- August 2012: 40 doctoral and 184 master’s students.
- December 2012: 36 doctoral and 216 master’s students.
- May 2013: 41 doctoral and 290 master’s students.

Create Mini GA Positions to Stimulate Enrollment Growth.

The SGSR distributed 73 ‘Mini GA’ (8 hr/wk) positions for Fall 2012. We had to significantly rearrange finances in the SGSR to accomplish this. Programs were required to state that they would increase their graduate enrollment by one more than their 2011-12 enrollment to receive one Mini GA position. 87% of recipients said that receiving the Mini GA was a significant factor in their attending IUP (N=31). 92% of the recipients returned for Spring 2013. (67 of 73). **Net revenue to IUP increased by \$188,161**, after accounting for the cost of the Mini GAs.



Pay a Summer Stipend to All Master's Coordinators.

This concept was discussed in a Council of Deans meeting in the spring, and in several graduate coordinator meetings. Everyone agreed that it would be wise for the SGSR to pay the volunteer coordinators because they recruit students. This is especially relevant given that about 74% of IUP's revenue is from tuition and fees. **Summer contracts for 35 graduate coordinators have been processed, and this is the 1st time that these coordinators have been financially recognized for their laudable volunteerism.** Coordinators are being paid from \$900 to \$2,400 depending on how many annualized FTE graduate students they manage. A Quartile model was used to calculate the amounts.

Improve Processing of Assistantships so They can be Awarded Earlier as Recruiting Inducements.

- **555 GAs were awarded** for 2012-13 based on an algorithm developed in 2006 by a taskforce of graduate coordinators. Note that IUP does not have 555 20hour/week GA positions; this number is a combination of 245 GA positions being split, plus 73 Mini GA positions.
- Each program is allocated a base of 2 GAs if it is a master's program or 3 if it is a doctoral program. This distributed 98 GA positions. **115 were distributed based on annualized weighted student FTEs** so that the programs that grow receive more GA positions. 32 were distributed as 'Designated GAs' that were assigned to colleges or to other Divisions. In 2012, **the authority over the Designated GAs was delegated from the SGSR to the Deans** so that they could distribute them any way that they wished.
- **We are experimenting with 'block funding' GAs** to a department this year. Instead of awarding a certain number of GA positions, we awarded the funds as a block to the Criminology Ph.D. program so that they could determine how to best use the money. In their case, Criminology wishes to condense assistantships into fewer awards to increase the stipend.

Implement iThenticate Anti-Plagiarism Software for Theses and Dissertations.

On Feb 26, 2013 the IUP Senate approved SGSR implementation of **iThenticate plagiarism detection software** and on Mar 14, 2013 the SGSR informed all IUP graduate students via e-mail of this implementation.



A **revised Thesis and Dissertation manual** was reviewed by the University-Wide Graduate Committee and approved by University Senate in Spring 2013. It will be implemented in Fall 2013. For the first time, IUP now has a requirement **for all master's theses to be submitted electronically.**

Advance Online Graduate Education.

On May 8, 2012, responsibility for the **Graduate On-line Program Initiative** was transferred to the Dean of Graduate Studies and Research, by President Werner. Responsibility for technical support



for Distance Education was transferred to the Chief Information Officer in IT Services. IT Services and the SGSR have worked together to assist two fully online initiatives: the Food & Nutrition master's degree and the Gifted Education Certificate. **The Food & Nutrition program transformation to online** is nearing completion, and **the Gifted Education Certificate transformation** is in the processing of changing to a PASSHE Letter of Completion.

Work with Graduate Coordinators to Help Them Offer More of Their Programs Off Campus, in Hybrid Formats, and/or Fully Online.

The Health Services Administration master's program was offered for the first time at **Northpointe** in January 2013, and we have **three new graduate programs** being offered at the Dixon University Center:

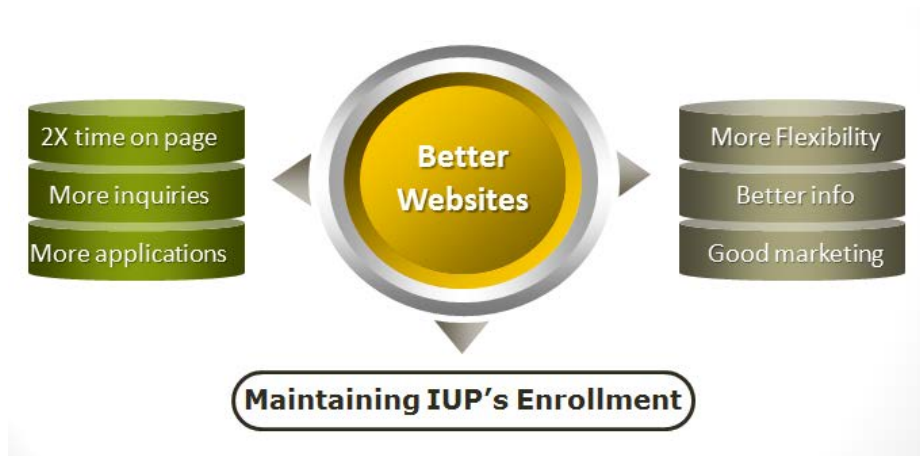
- Curriculum and Instruction Ed.D.
- Employment and Labor Relations M.A.
- Nursing Ph.D.

Work with the Division of Enrollment Management & Communications, and with all 48 Graduate Coordinators to Submit a Strategic Funding Initiative.

The Strategic Funding Initiative entitled, “Website Assistance for Every Undergraduate and Graduate Program at IUP” was funded for \$127,600 in Spring 2013. This proposal was jointly submitted by 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. We will also create several new Ektron templates that departments can



use. **This is a very big and complex project** that will significantly improve our ability to attract both undergraduate and graduate students for Fall 2014.



Redesign More of the SGSR Landing Pages for Graduate Programs.

We paid a marketing firm to redesign web pages for three programs: Food & Nutrition, Adult and Community Education, and the MBA program. These were chosen based on need. We also hired three graduate workers with marketing backgrounds to assist the SGSR with helping departments redesign their web pages to be better recruiting tools.

Ensure Quality of Programs by Working with PASSHE Legal and with Graduate Programs to Dismiss Students as Needed, and to Protect Academic Integrity At IUP.

The SGSR worked with IT Services to create a report of students who reached their time limit (5 years: master's, 7 years: doctoral). We can quickly identify students who should be dismissed. **15 students were dismissed this year.**

We substantially improved the processing for reviewing international applications this year.

In 2012-13, we instituted new procedures to ensure that original transcripts were received, that the international GPA was calculated, and that the applicant was held to the same criteria as a domestic applicant.

The screenshot shows a landing page for an MBA program. The main heading is "Become a Leader in the Global Economy" with the subtext "The MBA Program that Prepares You to Lead in Today's Global Economy". There are navigation tabs for "Overview", "ROI", "Executive Track", "Faculty", and "More Information".

Enter the Global Mix
Your immersion begins the moment you arrive—the majority of our MBA students on our main campus are internationals from Asia, Europe, South America, and Africa. This is an ideal environment for recent college graduates interested in preparing for business in the 21st century.

Develop Your Strategic Thinking
Your emphasis will be on strategic decision making in a changing global economy. Choose a concentration in accounting, finance, human resources, international business, marketing, or supply chain management—and then take that expertise to the global market.

Experience an MBA with Real ROI
An MBA from the Eberly College of Business is for Pennsylvania residents the most cost-effective MBA on the planet. In this down economy, why not upgrade your worth?

Highest Accreditation
The Eberly College of Business is accredited by the Association to Advance Collegiate Schools of Business—the gold seal for MBA programs.

At the bottom right, there are two buttons: "Apply Now" and "Please Contact Me".

Company Name	Last Trade	Change
LUCENT TECHNOLOGIE	2.81	-0.07
GENERAL ELECTRIC C	36.20	-0.45
GENERAL MTRS CORP	23.58	-0.47
LIBERTY MEDIA CORP	7.69	-0.04
TIME WARNER INC	16.09	-0.06
FREDER INC	21.74	-0.11
FORD MTR CO DEL	8.52	-0.08
MICRON TECHNOLOGY	11.55	-0.55
SBC COMMUNICATION	24.37	-0.81



Collaborate with the University-Wide Graduate Committee (UWGC) on Graduate Curricula.

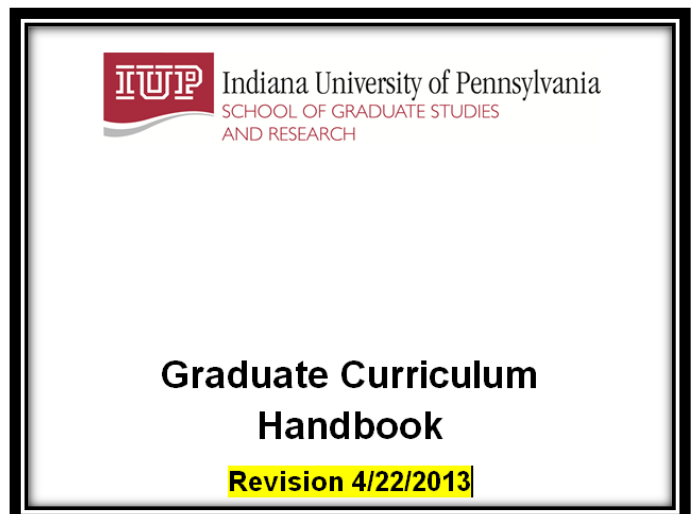
SGSR staff worked with the University-Wide Graduate Committee and the University Senate to set a new standard for the review and approval of graduate curriculum. **For the first time in at least four years, the University-Wide Graduate Committee was completely caught up in October 2012 on approval of curriculum.** We did this while actually approving more curricula this year than last year:

GRADUATE CURRICULUM SUMMARY		
Type of Curriculum	2011-12	2012-13
Traditional		
New Courses or Major Course Revisions	26	47
Minor Course Revisions	19	27
New Certificates of Recognition (COR) or Letters of Completion (LOC)	1	2
Program Revisions	13	16
Distance Education		
New D.E. Courses	28	31
Variability of Delivery Approved	3	5

The above includes two new Professional Science Master’s in Physics and Chemistry, and a Certificate of Recognition in Nursing Simulation and Technology. **The academic year ended with zero curriculum carryovers from 2013-14.**

Work with the UWGC to Develop and Obtain Senate Approval of an Entirely New Graduate Curriculum Handbook that Streamlines the Review and Approval of Graduate Courses and Programs.

The University-Wide Graduate Committee and the **University Senate approved a sweeping change to the Graduate Curriculum Handbook in April 2013.** The current Handbook is 74 pages long and the new one is only 38, which is about half the size (!). This represents over 18 months and hundreds of hours of work by a set of dedicated people. It is a significant achievement.





Improve the Monroeville Graduate and Professional Center.

Improvements continue to be made to the Center, at which **241 graduate students** were enrolled in the Fall 2012 term.

- Three SMARTBoards have been shipped to the Monroeville Center and are awaiting installation.
- We also upgraded the multimedia stations, installed new digital video projectors, and replaced the server.



Launch New and Enhanced Marketing for Graduate Programs.

An important aspect of marketing graduate programs is realizing just how much marketing has changed recently¹:

1. TV viewership for local affiliates lost **6.5% of its viewers** in just the last 12 months.
2. Newspaper circulation has **declined by over 11 million** since 2003, with many papers switching to just three days per week publishing schedule.
3. The number of newsroom staff has **declined by 30%** since 2000.
4. **31% of Americans** have stopped tuning in to a news outlet.
5. Total advertising revenue for **mobile devices** in 2012 grew by **80% to \$2.6 billion**, with only six companies accounting for almost three quarters of that growth.

This has a profound effect on marketing IUPs graduate programs! The old days of newspaper ads, TV slots, and over-the-air radio ads are gone, primarily because of costs. A 2 in. by 2 in. ad in a newspaper can cost \$1,800 for one ad, for one day. Our marketing efforts cost about \$350,000 per year, or about \$7,000 per program. One newspaper ad can consume 25% of the ANNUAL budget for marketing a graduate program, and do that in one day.

Each of the 48 programs is separately and independently marketed with its own unique plan developed in concert with the coordinator. We continued to shift monies from expensive print ads to new digital campaign platforms. Our newly developed **retargeting** campaign with Google is a system that allows our ads to 'follow' an individual as they browse other websites. The ads follow the user once they have visited one of our IUP graduate program websites.

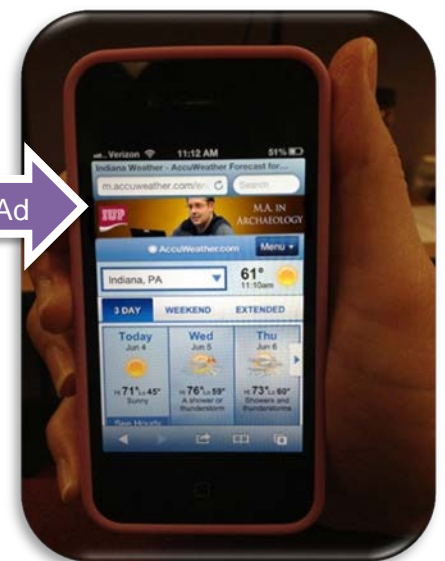
¹ <http://stateofthemediamedia.org/files/2013/03/2013-State-of-the-News-Media-Overview-Infographic.png>



- This is **'targeted marketing'** that presents our ads to those *who have already expressed interest*. Our last quarter results have found that **2,612 potential students have returned to relook** at the program websites through these ads.



- Mobile banner ads** for all programs were developed to appropriately **fit mobile devices**. **Over 90,000 visits** were made to all graduate program sites through the Google marketing campaigns alone. Of that, over **55% were accessed through a mobile device**.
- This year was the first year that SGSR **developed international Google marketing campaigns**. Pilot projects with the MBA and Applied Mathematics programs were run for one month. The campaigns ran in five cities in the countries of **China, India, Taiwan and Ghana** and **produced over 5,000 visits** to our MBA and Applied Mathematics program websites.





Use Google to IUP's Advantage.

Our Google campaigns generated over **91,000 visits to our various graduate program websites.**



- Google generated over **84 million impressions** for our IUP graduate programs.
- Google **ad placement on page was ranked as a 1.8** (the top listing on the page is 1.0), so our IUP ads were always near the top of the 1st page.

Explore HotCourses.com for the 1st Time

- SGSR contracted for \$10,000 with **'hot courses abroad,'** an umbrella website that is used by **25 million international students.**
- The site is presented in the **student's native language** (21 countries – 14 different languages).
- Early results for the **pilot MBA program** have yielded **16 full inquiries in one month.**



Use Gradschools.com to IUP's Advantage.

- This is the #1 graduate website in the U.S. for prospective students.
- GradSchools.com generated **839 full inquiries** for our graduate programs.
- GradSchools.com delivered 14,652,833 impressions (a **900% increase**), 839 inquiries (a **270% increase**) and 8,073 visitors to our websites (a **10% increase**).



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.
- The first event had graduate students submit pictures of what graduate school meant to them while getting their friends to **vote for their pictures**. This generated almost **900 new people** liking our page.
- The second event mimicked March Madness with the various graduate programs pitted against one another in our version of **Graduate Studies Madness**. Programs with the most votes advanced through the tournament. The contest **resulted in over 500 new people liking our page**.
- Facebook fans have grown from **636 to 3,066**; a phenomenal 500% increase.
- Our Twitter followers increased from 110 to 273 an almost 250% increase.
- **DOES THIS WORK?**
 - SGSR Facebook page is now generating over **50 graduate website visits per week**.
 - Facebook ad campaign generated over 40 million impressions.
 - Facebook ad campaign generated **9,500 visits to our graduate program websites**.



Use LinkedIn Advertisements to IUP's Advantage.

- Our Linked-In ad campaign generated almost **5 million impressions**, and **845 visits** to the SGSR website.

Fully Implement Hobson's Connect.

- **Hobson's Connect is an enterprise-level electronic enrollment management system, and Graduate Admissions has fully immersed itself in the use of this product as the primary way of communicating with prospective students.** Hobson's Connect has three separate communication plans for each graduate program; an **'inquire to apply'**, an **'apply to admit'**, and an **'admit to enroll'** plan. The graduate coordinators worked with the SGSR to create 484 correspondences in total for the 48 graduate programs, which is about 10/program. Each of these was





then programmed into the system. The correspondences are well done HTML pages that look as though they were sent by a person.

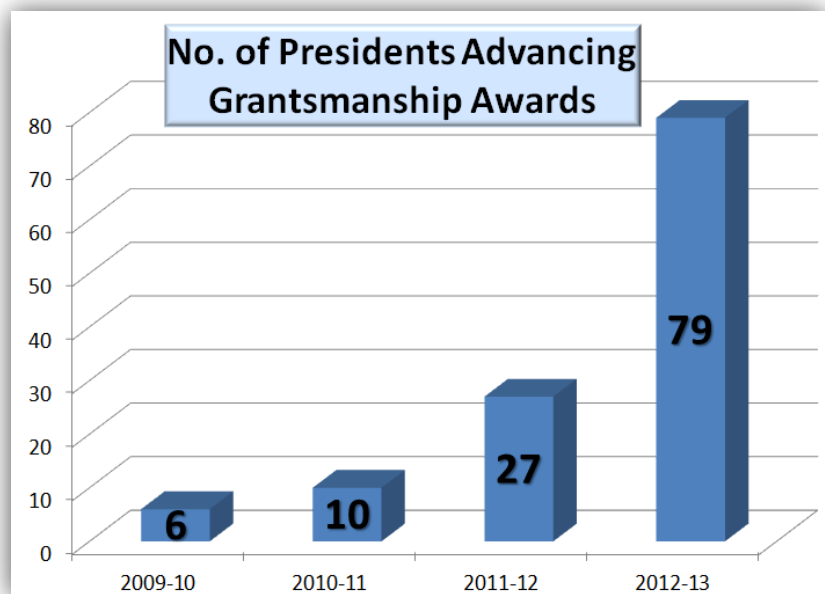
- **Hobson’s Connect sent 51,145 electronic correspondences to prospective students in the past year.** *This is 51,145 correspondences that the coordinators did not have to separately write, so this was a huge time saver. Just 234 prospective students opted out of these electronic communications, which is only 0.46%.* This illustrates how our prospective students are used to being connected electronically with others via Twitter, social network sites, etc., and consider receiving such correspondence to be normal.

Emails						
Range	Sent	Received	Viewed	Clicked Any Link	Forwarded	Opted Out
(2012-07-01 - 2013-05-20)	51,145	50,462	24,702	6,008	0	234

RESEARCH GOALS

Increase the Number of Large (>\$25,000) Grants Submitted.

- The **President’s Advancing Grantsmanship Fund** provides \$2,500 to faculty who would submit a proposal of \$25,000 or more. The SGSR received \$50,000 from the President’s Office to support the President’s Advancing Grantsmanship Fund. **As of June 11th, we have funded 79 President’s Advancing Grantsmanship Fund awards, totaling \$147,112. Faculty really like this program** and it is generating some new grant seekers for IUP.





Work with the Federal Grants Performance Metric Committee to Submit a Strategic Funding Initiative Proposal that would 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.

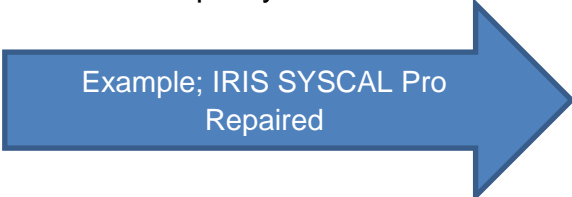
Create and Pass an Official IUP Time and Effort Policy.

Federal regulations require universities that have grants portfolios to have such a policy. A Time and Effort Policy was developed by the SGSR in concert with Administration and Finance. It was reviewed by the University Senate Research Committee and **passed by University Senate in Fall 2012.** We are glad that we now have a Policy to rely on.

POLICY STATEMENT	
Subject: Time & Effort Certification Policy	
Date: April 2, 2012	Distribution Code: B,D,E,F,G,H,I
Addition <input type="checkbox"/>	Originating Office: Finance
Deletion <input type="checkbox"/>	
New Item <input checked="" type="checkbox"/>	

Support the Research Equipment Infrastructure of IUP.

The SGSR paid for **\$50,948 in equipment repairs** in colleges and departments since Jul 2012, and **\$5,000** towards the purchase of air quality instrumentation.





Improve Faculty Awareness of Export Control.

Export Control has been the subject of several meetings of President’s Cabinet, Council of Deans, and Council of Graduate Coordinators this year. Much more information on this topic has been posted to the SGSR website to be in compliance with the new PASSHE Policy on Export Control. **SGSR personnel are part of a committee composed of faculty and managers that has been working on an international travel procedure as part of our compliance with Export Control. The committee developed a first draft that was taken to Academic Affairs Council for review.**



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 \$8,000 from PASSHE.	No competition held in 2012-13, but the competition will be reinstated for 13-14.
FPDC Special Competition	http://www.iup.edu/facultyprofessionaldevelopment/default.aspx A new grants competition is being sponsored through PASSHE FPDC in the area of Collaborative Academic Grants. Faculty may apply for grants up to \$12,000 to support their efforts in 3 predefined areas.	No competition held in 12-13.
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).	\$149,205 committed—a 14% increase. There was also an 18% increase in the number of applicants. These increases may be the result of improved communication from the committee,



		simplified application requirements, and the new electronic submissions system.
University Senate Fellowship Awards	http://www.iup.edu/research/senateresearchgrants/default.aspx 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.	\$12,989 this year versus \$6,700 last year.
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.	\$5,909 spent or committed.
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.	\$6,924 spent.
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.	\$833 spent.
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	Doctoral=\$100,208 Masters=\$27,634



	for undergraduates to travel to present their research/scholarly work.	Undergraduates = \$8,067
Student Professional Development	http://www.iup.edu/page.aspx?id=65579 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.	\$6,255 spent. (22 students).
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.	\$16,688 spent. (21 students).
Undergraduate Student Res.	http://www.iup.edu/page.aspx?id=65577 Up to \$300 grant to encourage students to do research.	\$1,520 spent. (6 students).

Manage the Centers and Institutes of IUP.

- There were **41 Centers & Institutes in 2012**. The Centers and Institutes Advisory Board worked with the SGSR and the Center and Institute directors to successfully complete reviews of 15 Centers and Institutes from the Colleges of Health and Human Services, Eberly, and the SGSR (as well as the review of a Center moving from inactive to active status in the college of Fine Arts). The reviews are mutually beneficial to all participants. **With the completion of this year’s reviews, we have achieved our ambitious goal of reviewing ALL of IUP’s C&I within 3 years.**

Participate In the PASSHE Graduate Research Symposium in Harrisburg.

IUP boasted **21 student participants** in this event—more than any other participating university.

Protect the Research Compliance of IUP.

- In Sep 2012, the SGSR and Grants & Special Funds Accounting completed IUP’s risk assessment/compliance matrix and reaffirmed our knowledge about the compliance challenges facing IUP and the status of our university research policies.



- IUP had its **first allegation of research misconduct** since its adoption in 2012 of the Department of Health and Human Services Office of Research Integrity (ORI)-approved, Research Misconduct Policy. The details of the inquiry and investigation are confidential; however, it is noteworthy that the university's internal controls functioned perfectly. This allowed the SGSR to detect possible misconduct, work with the IRB, and formally alert the Research Integrity Officer of possible non-compliance. This incident also provided the IRB chair and the SGSR with an opportunity for critical evaluation and to suggest possible new policies and procedures, some of which will likely be forthcoming in '13-'14.



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	\$8,067
Travel funds for master's students	\$27,634
Travel funds for doctoral students	\$100,208
Professional development funds for master's and doctoral students	\$6,255
Research grant awards for graduate students	\$16,688
Research grant awards for undergraduate students	\$1,520

- The Eighth Annual Undergraduate Scholars Forum was held on April 2, 2013.** A tri-chair faculty committee led this effort. We provided more SGSR faculty and staff assistance to this forum than ever before, and the event was a success.
 - 183 students** presented their work through oral presentations, research posters, business case competition teams, musical performances, and juried art exhibits.
 - 123 faculty** participated as judges and/or student research sponsors.
 - 33 major awards** were presented.





- **The Third Annual Graduate Scholars Forum was held on April 3, 2013.** A dual-chair faculty committee led this effort, with again a lot of personnel involvement of the SGSR. New this year was the addition of oral presentations – expanding the scope of the event and attracting more students than last year.
 - **112 students** from five colleges presented their work through research posters, and juried art exhibits, and oral presentations.
 - **72 faculty** participated as judges and/or student research sponsors.
 - **17 awards** were presented including 5 dean’s awards (\$100 cash) and 5 travel awards (\$500).
- We also initiated planning efforts with the Undergraduate and Graduate Scholars Forum committees that led to a coordinated ask for financial support (and physical presence) by the University President as well as support from the Provost and college deans. The latter gave \$100 cash prizes to the top scorers from their colleges.
- The SGSR also expanded the marketing of Research Week events this year. **Over 450 people clicked on the Research Week news feature** the first day it was posted and over 2,580 people viewed the Undergraduate Scholars photos posted on the IUP Facebook page the day the items were posted. According to the IUP Communications Office, **this was the second highest engagement number on any IUP Facebook page** since Jan 1, beating even all the Hawks basketball playoffs.



Work with the University Senate Research Committee (USRC) to Improve its “Small Grants” Program to Encourage Increased Participation, Better Feedback, and More Efficient Procedures.

The SGSR worked with the USRC chair, the committee members, and college deans and assistant/associate deans, to change the USRC Small Grants submission process, and to improve the USRC Senate Fellowship submission process and timeline.

- We developed an **electronic proposal submission process** and updated the application guidelines to reflect this new process. Key improvements include: elimination of the requirement that applicants submit nine paper copies, creation of a single email address (USRC-submissions@iup.edu) where faculty can submit applications, questions, and final reports, and implementation of a receipt system to track when applications are received and provide confirmation to





submitters.

- We obtained **unanimous committee support** for these improvements over the summer so that the system could go live in time for the first competition of the '12-'13 academic year.
- We also obtained unanimous committee support for an electronic process of the USRC Senate Fellowships.

Support IRB and IACUC.

- **Institutional Review Board for the Protection of Human Subjects (IRB):** This year we received **413 applications** (297 new protocols, 52 continuing reviews, 49 modifications, 10 revision reviews, and 5 IUP research site approvals)—up slightly from last year’s total of 407. Of these applications, only 3% (11) required full board review meaning that **the expedited reviewers, Dr. Mills and Dr. Roberts, reviewed 97% (402) of the applications received.** IUP’s expedited review also continues to **be faster than national benchmarks—holding steady at an average turn-around time of less than 10 days.**
- The IRB completed several new initiatives that improved the operation of the committee.
 - We implemented an Alternate Member Procedure where three alternates were appointed to the board to ensure that we can schedule a meeting quickly and achieve the legally required quorum.
 - We added a new board member from the Department of Nursing to add valuable expertise as the number of protocols from that department continues to rise.
 - The IRB chair created a revised, simplified application form and overhauled the application instructions to make submission and review easier for all involved.
 - The SGSR updated its processes to allow electronic submission of all IRB forms and materials to further improve convenience and efficiency.
- **Institutional Animal Care and Use Committee (IACUC):** The IACUC is supported by the College of Natural Sciences and Mathematics with assistance from the SGSR. This year:
 - We cost-shared IUP’s membership in the American Association for Laboratory Animal Science (AALAS), an organization whose educational materials and electronic discussion forums have provided us with excellent advice and information about best practices.
 - We paid for IUP’s CITI (on-line ethics and compliance training) membership and we have





added IACUC modules that we hope to make mandatory.

- The IACUC chair, the College of Natural Sciences and Mathematics Dean's Office, the RI, and the SGSR worked together to resolve issues surrounding the replacement of the defunct animal cage washer. **An \$18,000 cage washer has been ordered and is tentatively scheduled to be installed in August.**



Advance grantsmanship at IUP.

- A new, **five year Affiliation Agreement with the RI** was signed in July 2012. This Agreement fully funds the Research Institute and is an historic milestone.
- The RI deserves and receives continuous attention from IUP because of its status as a 501(c) 3 foundation.

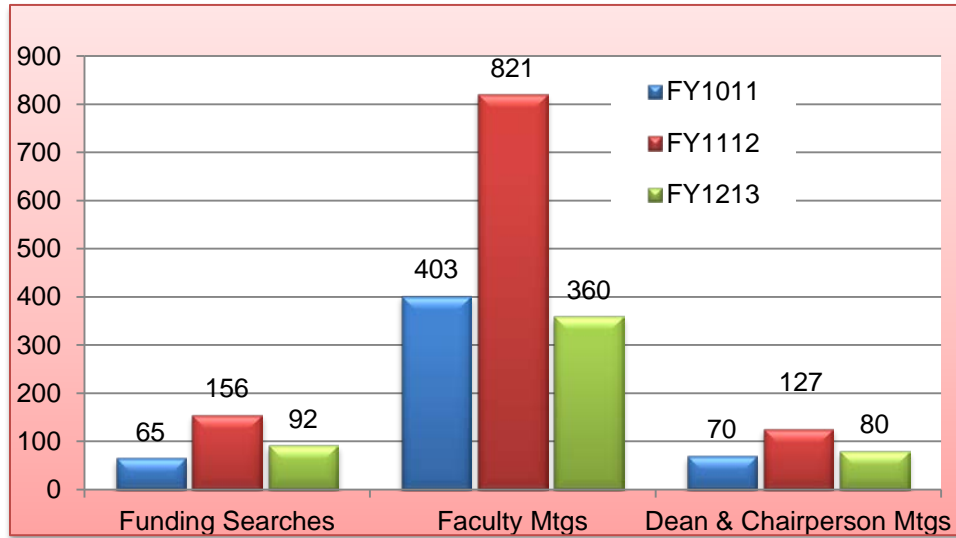


SGSR personnel attended three meetings per week with the RI:

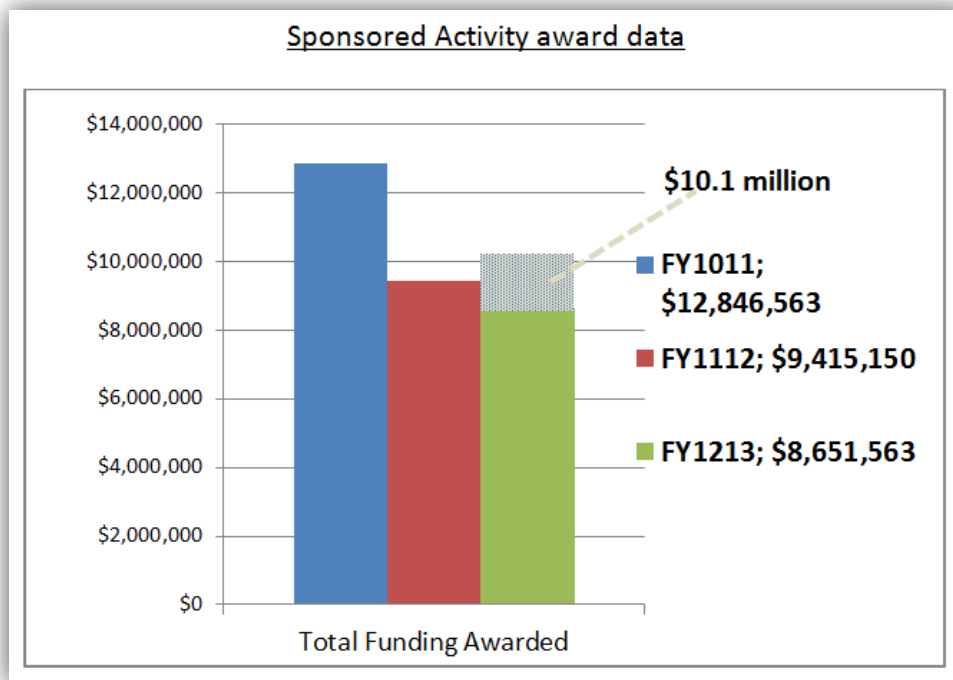
- **A Tuesday meeting** with the RI staff to discuss grant management issues.
- **A Wednesday luncheon** with Mark Berezansky, to discuss and resolve 'hot button' or confidential issues.
- **A Friday meeting** with the RI staff and representatives from Grant and Special Funds Accounting in Administration & 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 2012-13.** 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.**



- As of May 13, 2013, the RI had conducted **92 funding searches for faculty**, had **360 meetings with faculty or administrators**, and had **80 meetings with deans or chairpersons (see below)**. SGSR personnel have been involved in some of these meetings but we do not have a count.



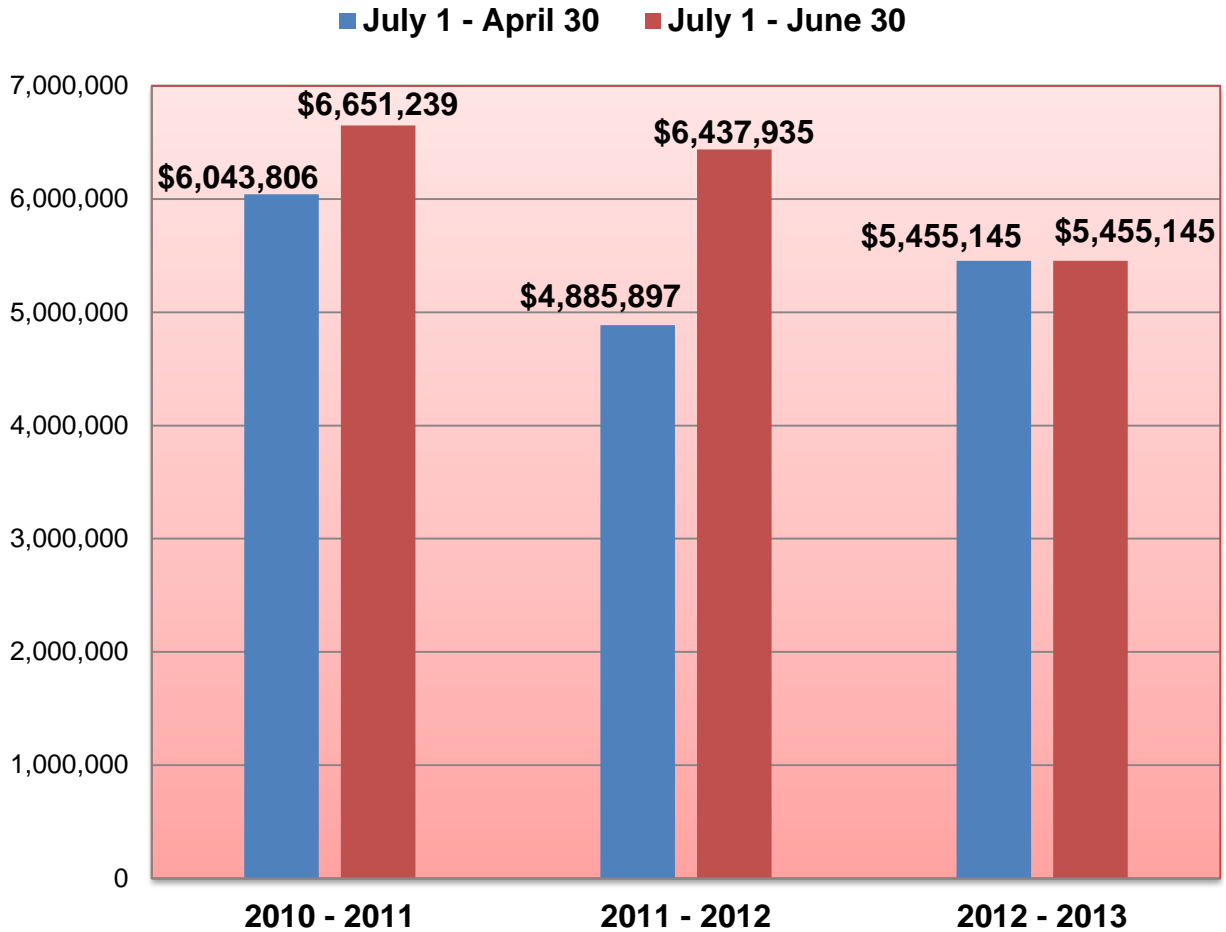
- The RI's best estimate (as of June 25, 2013) for externally sponsored awards for 2012-2013 is \$10.1 million, which would be up slightly from last year's 9.4 million.





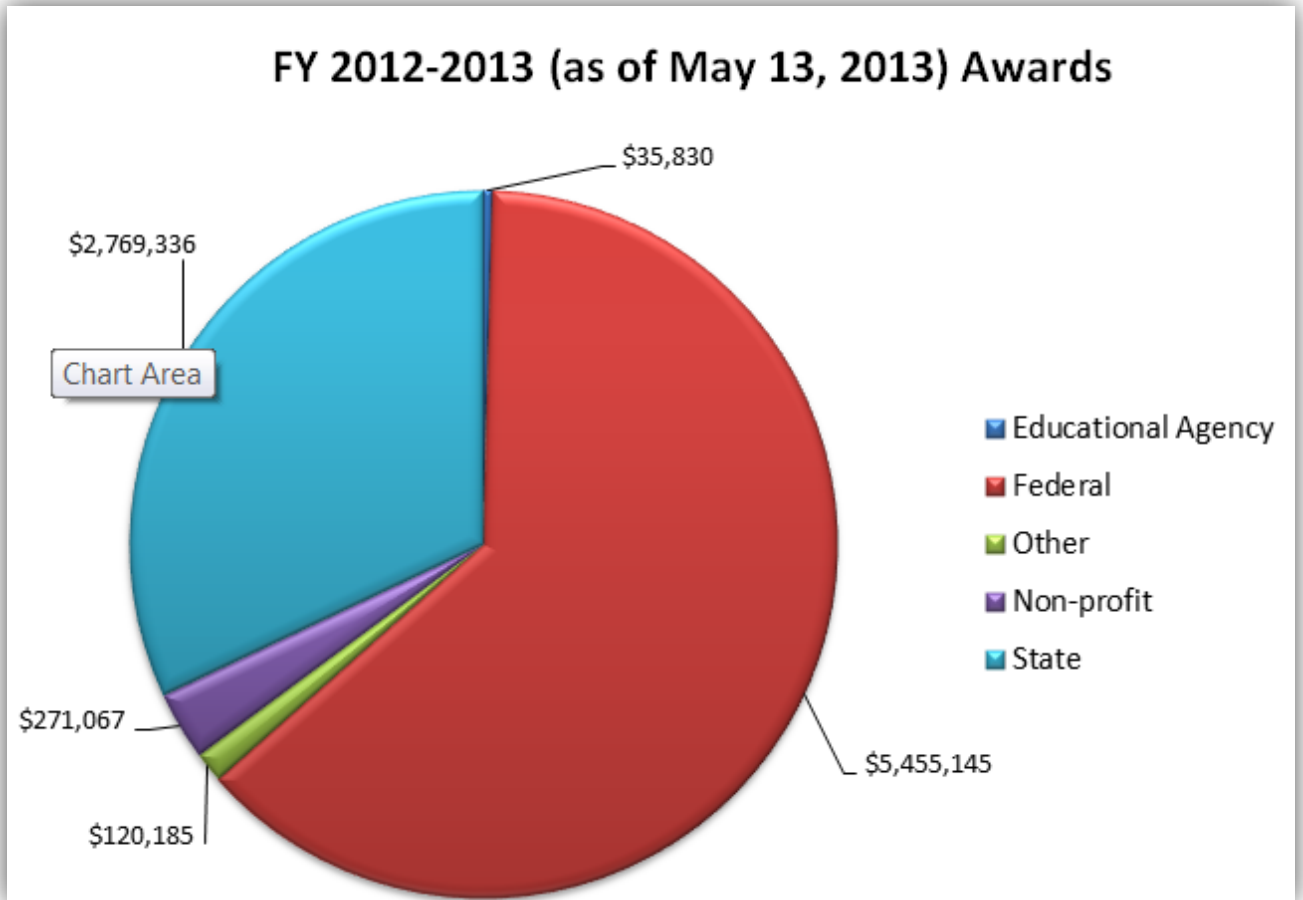
- **Sequestration created a significant issue** at IUP and had a negative effect on several IUP current grants. President Driscoll asked Dr. Cornelius Wooten of Administration and Finance and the SGSR to work together to describe and mitigate the potential impact of sequestration on our grants portfolio. We identified five grants that were of most concern. **The RI and Grants & Special Funds Accounting held meetings with the affected grantspersons where plans were developed to handle the Federally required cuts without loss of personnel.**
- With the new Strategic Funding Initiative for Federal Grant awards, the RI is now proactively helping IUP track these data. The graph below depicts Federal awards for last year compared with awards up to May 6, 2013. **It is our belief that IUP will indeed exceed its Federal Awards for this year.**

Federal Award Amounts





- Most of IUP's grants came from Federal Agencies, as usual:



Internship and other Academic Affairs Agreements

In 2011, the **President's Cabinet designated the SGSR as the repository for all academic agreements, with the SGSR as the initial contact point for the review of said agreements.** Academic Affairs has more than 500 agreements. The SGSR created a shared drive that is serving as the electronic repository for agreements, and several hundred approved agreement documents reside there. SGSR personnel have worked with PASSHE Legal to negotiate many agreements since July 2012.