Please complete the below information and submit to ovcafo@hawaii.edu as a word doc or pdf file by February 28, 2009. Please ensure the e-mail subject heading reflects the Department/School/College name followed by “First Level Review.” For example: SOEST – First Level Review.

Name of the Program ____________________________ Office of Associate Dean and Associate Director for Research

Program as used in this prioritization process can be a specialization, section, division, field of study, center, degree program, etc. The unit head, in collaboration with others as appropriate, must determine the level of analysis required.

How long has the program existed: ____________________________ Since 1902

Department/School/College: ____________________________ College of Tropical Agriculture and Human Resources

The department would fall under which of the following Vice Chancellor’s offices?

________ Academic Affairs
________ Research and Graduate Education
________ Student Services
________ Administration, Finance, and Operations

How does the program fit into the larger administrative unit? (Describe in two or three sentences.)

This is one of three associate dean’s offices in CTAHR, in charge of all research related programs and issues.

Briefly describe the program (no more than half a page):

As the originating body of the only public institution of higher education in the state of Hawai’i, the College of Tropical Agriculture and Human Resources (CTAHR) has had major impact on the socio-economic well-being of the people of Hawai’i for over 105 years. Committed to providing knowledge and service and improving the quality of life for Hawai’i’s citizens, CTAHR has educated thousands of students, helped hundreds of businesses, facilitated informed decision-making by government and community leaders, and enhanced the lives of so many of Hawai’i’s people and communities. CTAHR faculty and staff have effectively served a broad range of stakeholders through its research programs. Hawaii Agricultural Experiment Station (HAES) was established in 1902 by the US Department of Agriculture to conduct research benefiting local farmers. HAES merged with college of agriculture in the early 1920. Reorganization in the 1970’s formally abolished the name of HAES, however, CTAHR as the designee of the state continue to receive federal Hatch fund to serve local research needs.

CTAHR Associate Dean and Associate Director for Research Office is the principal agricultural research agency in the state of Hawaii. Its mission is to conduct research in the agricultural, biological, social, environmental, family and consumer sciences for the economic, social and environmental benefit of Hawaii. In addition to the fourteen branch research stations at four major islands, CTAHR conducts research in the six departments and one center on the Manoa campus. This office is responsible for managing and administering a budget of more than $12 million state and federal funds, plus $17 million grants and contracts, involving more than 200 faculty and staff with research appointment covered more than 200 research projects.
Optional Guide for Administrative and Other Operations

Program Definition

CTAHR Associate Dean and Associate Director for Research Office

Categorizing Programs

Program is essential to the operations of any university

Outcome of Program Review

Maintenance at stable resource levels

Guiding Questions for the Review Process:

- What are the main goals and objectives of the program?

The main goal of the Associate Dean and Associate Director for Research Office is to actively help Hawaii diversify its economy, ensure a sustainable environment, and strengthen its communities, and make CTAHR the premier resource for tropical agricultural systems and natural resource management in the Asia-Pacific region. Specifically this office’s goal is to facilitate and insure the efficient execution of the CTAHR research programs in Hawaii. The objectives of the Associate Dean for Research Office are to provide leadership and establish goals for a relevant and effective agricultural and human resources research programs. This office achieves its goal and objectives by approving, monitoring and evaluating research projects; initiating special projects; to coordinate interdepartmental and interdisciplinary projects; and integrating research policies, priorities and programs in the College of Tropical Agriculture and Human Resources.

- What are the services it provides, and to whom (students, faculty staff, donors, other)?

Provide grant writing training: students, faculty, and staff
Teaches grant writing class: graduate students.
Process and approve research projects, and grant proposals: faculty, and staff
Provide information about cost sharing, time commitments: faculty, and staff
Distribute federal funds: faculty, and staff
Facilitate transfer of funds between funding agencies and CTAHR: Faculty, and staff
Maintains College Wide Special Research Interests Groups: Faculty, and staff (e.g. Invasive Species, Ecosystem Services, Specialty Crops)
Notifies faculty/staff of pending funding opportunities
Allocation of Research Space through plot allocation: Faculty, Staff, Students
Establish connections between faculty and stakeholders
Facilitate communications between state and federal funding agencies and faculty
Disseminate research related news to faculty, staff and stakeholders
Facilitate communication between compliance offices and faculty, and staff

- What services does it receive from others?

Office of Research Services: grant proposal submissions, pre-award, post-award management.
Office of Technology Transfer and Economic Development: intellectual property right issues.
Office of Vice Chancellor for Research and Graduate Education: general research issues
Environmental Health and Safety Office: lab animals use, radiation safety, chemical and biological safety select agents.
CTAHR Office of Planning and Management: facilities management
CTAHR Office of Administrative Services: budget and account management, processing fiscal and personnel documents
CTAHR Publications and Information Office: web site maintenance, publications
On what tasks/services does this program collaborate with others?

Integrated activities, Federal Plan of Work, and annual accomplishment report. Associate Dean and Associate Director for Extension, CTAHR.
Research programs conducted by graduate students. Associate Dean for Academic and Student Affairs, CTAHR.
Federal regulatory compliance. EHSC

Are these services elsewhere available at the University? In the surrounding community?
No. University of Hawaii at Hilo has a very small agriculture program with limited capability to conduct research. Hawaii Agricultural Research Center (HARC) in Aiea is a non-profit research organization that conduct agriculture related research. HARC was formerly a research unit under Hawaii Sugar Planters’ Association, with emphasis on sugarcane related research. It has now expanded to cover other specialty crops. CTAHR faculty collaborates with HARC scientists on many research projects. CTAHR also has close working relationship with USDA/ARS Pacific Basin Agriculture Research Center located in Hilo. Most of CTAHR research programs do not overlap with research being conducted at USDA/ARS or HARC.

What is the funding source(s) (state, self-sustaining, grants, etc)? At what level?

General – $244,763.
Tuition Special - $26,500
Federal – $11,000
Facilitating Services – $23,804
Grants – $1,799,992

Are there needs and demands for services that the program cannot meet? What are they, and how do they relate to the University’s mission?

Many our peer institutions have staff to assist faculty members with their writing and submission of grant proposals. Existing proposal submission is handled by ORS and CTAHR fiscal office. Lack of service by these two offices is often cited by our faculty members as one major reason for not submitting grant proposals. Our office only has a 0.25 FTE grant writing coach for such support. With a full-time grant specialist we will be able to assist faculty submission of additional extramural grant proposals.

How many, and what type of staff are employed?

Associate Dean – 1.0 FTE E&M.
Special Director for Contracts and Grants – 1.0 UHPA member.
Secretary – 2.0 FTE Civil Service.
Grant writer – 0.25 FTE RCUH staff.

What are the basic responsibilities of each position? Which individuals are cross-trained and in what areas?

Special Director for Contracts and Grants – managing CTAHR special grant programs, mostly USDA/CSREES, and USDA/ARS funding.
Secretaries – one supports Associate Dean, and one supports Special Director for Contracts and Grants.
Grant writer – assist faculty members with their grant proposal writing and coaching.

What technologies are available? Are there technological improvements that could be made to save on labor, or to improve the product/service offered? How does the program get technological support?

Information technology. Grants, and contracts tracking, and proposals submission management system need better support. Currently, CTAHR Dean’s Office provides IT support. ORS cannot provide adequate support. Travel authorization and reimbursement process is too slow.

How is the program’s success reviewed? By whom? How often?

CTAHR Dean reviews program performance annually, based on pre-established parameters. Since we also receive federal formula funds and special grants, our programs are subjected to federal review. We are mandated to submit annually rolling five-year Plan of Work, and annual accomplishment report. Both documents are reviewed by USDA/CSREES staffers. Our office is also responsible for collection and submission of annual report for each of more than 200 research projects.
conducted by our faculty members. Both college report and the individual reports must present relevant outputs, outcomes, and impacts of our work.

- What data or evidence does the program have that reflects on its performance?

  Refereed journal papers, proposal submitted, grants and contracts, indirect cost recovery, invention disclosures by faculty members; managing federal formula funds and special grants; research regulatory compliance; annual reports submission.

- Do our peers have a similar program? How do they differ?

  All land grant universities in US have an Agricultural Experiment Station (AES) in their College of Agriculture. Dean of the college of agriculture usually also holds the title of Director of AES. Some universities, Associate Dean for Research holds the title of Director of AES. Most our peer colleges have one or two assistant deans, one in charge of the branch stations, and one is responsible for on campus activities, such as federal agenda, grants and contracts. CTAHR does not have an assistant dean position. Instead, we have a Special Director for Contracts and Grants. This position was created in the last round of re-organization. Currently, a faculty member serves as the Special Director. Since the Special Director is a UHPA member, not an administrator, this arrangement is very different from our peers.

- What opportunities exist for greater collaboration and team approaches in the delivery of services?

  Design a better staffing and work flow plans between ORS, EHSC and college research administration will deliver better service to our faculty members who will be able to write more and better proposals to bring in more research dollars.

- Are there efficiencies that could be gained by consolidating with a similar entity? Have such opportunities been explored before? If so, what was the outcome?

  Sea grant program is administered by the unit that manages the land grant programs in some peer institutions. I am not aware of any discussion in the past. No other unit on campus has similar programs.

- What strategies could result in better efficiencies in the program?

  Conversion of the two civil service position into APT positions, and conversion of the faculty position into E/M position will increase our efficiency.

**Guide for Prioritization (examples)**

**Criteria for Maintenance of Program at Stable Resource Levels**

- Demand for the program has been relatively constant; program able to meet objectives.
- The program is an integral part of the university mission.
- Similar services are otherwise unavailable, or inferior.