

Extramural Funding – Tier 1

Tier 1

2025 All Themes

Project Name:

Creation/Revision Date:

Project Start Time:

Team members:

Development

Aug-11

Jun-09

Department head, business office representative

ACTION PLAN

Focus Area: **Extramural Funding**

Anticipated Completion:

Task/Activity	Who's Responsible?	Resources needed	Dependencies	Who needs to know?	Deadlines		Status
					Start	Finish	
Work with College of Ag and Foundation representative on development	Department head, business office representative, foundation representative	Time, funding, input from advisory councils	Ability to identify donors	College administration, department staff members	Jun-09	Ongoing	
Advocate participation in All-University Campaign and employee contributions to Foundation to receive tax credit and fund special department purchases (food and beverage) or scholarships	Unit leaders, business office representative	Explanation of how foundation funds are expended and what they support.	Employee support	Employees	Mar-09	Ongoing	
Ask College to prioritize departmental needs	Department head, advisory councils		Dean		Ongoing	Ongoing	
Report successes	Department head, advisory councils	Communication tools (internet, word-of-mouth, e-mail)	Donations received	Departmental employees, administration			
Identify funding priorities for ACJ	Department head, business office representative, foundation representative, ACJ faculty, ACJ advisory council	Input from unit leaders		Dean/Director, foundation representatives	Fall 2012	Ongoing	
Identify funding priorities for AgEd	Department head, business office representative, foundation representative, AgEd faculty, AgEd advisory council			Dean/Director, foundation representatives	Spring 2012	Ongoing	
Identify priorities that have most appeal to donors	Department head, College dean, foundation representative, advisory councils						
Develop strategies to obtain funding for priorities	Department head, College dean, foundation representative, ACJ advisory council						
Establish a formal plan to communicate appreciation to donors coordinated with foundation	Department head, business office representative, teaching coordinator, advisory councils						

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2025 Theme I

Project Name:

Creation/Revision Date:

Project Start Time:

Team members:

Grant Funding

Aug-11.

Jun-09

Faculty, unit leaders, business officer, college grant assistant

ACTION PLAN

Focus Area: **Extramural Funding**

Anticipated Completion: **Ongoing**

Task/Activity	Who's Responsible?	Resources needed	Dependencies	Who needs to know?	Deadlines		Status
					Start	Finish	
Identify extramural funding opportunities and share them with appropriate staff members	Faculty, grant accounting specialist, unit leaders, college grant writer(s)	Time, training	Identification of tools to help locate funding opportunities	Department head, unit leaders, department members	Jun-09	Ongoing	
Identify and support grant proposal development training	Department head, unit leaders, grant accounting specialist, college grant writer	Time, funding	Availability of appropriate training	Department members	Sep-09	Ongoing	
Develop collaborative relationships with other K-State researchers and service providers and local and regional universities	Department members	Networking skills, collaborative opportunities	Availability of collaborative opportunities, KSRE and CoA departments including Communications in the planning stages of RFP development.	CoA department heads, CoA faculty and staff members	Jun-09	Ongoing	
Identify resources/expertise on campus for locating grants, writing grants and securing grants	Grant accounting specialist, research staff, college grant writer	Time, networking	Availability of funding opportunities	Department members	Aug-11	Ongoing	
Announce grant writing training	Department members	Space, time, qualified trainers	Availability and affordability of opportunities	Department head, unit leaders, department members	Sep-09	Ongoing	
Establish system within the department for applying for grants and tracking progress	Accountant, researchers, grant accounting specialist	Database, training, cooperating individuals	Developing processes that are easy to follow	Department head, unit leaders, department members	Jan-12	Mar-12	
Encourage collaboration on grant funds (communication and education components of other grants)	Department members	Time, networking, knowledge of potential opportunities	Other departments/faculty including us as they develop proposals	Dean and Director, department head, unit leaders	Jan-10	Ongoing	
Report successes in grant funding	Research faculty, unit leaders	Communication skills	Success	Dean and Director, associate dean and directors, university leadership, department members	Jan-10	Ongoing	

Tier 1**ACTION PLAN**Focus Area: **Extramural Funding**

2025 Theme I

Project Name:

Grant Funding

Creation/Revision Date:

Aug-11.

Project Start Time:

Jun-09Anticipated Completion: **Ongoing**

Team members:

Faculty, unit leaders, business officer, college grant assistant

Task/Activity	Who's Responsible?	Resources needed	Dependencies	Who needs to know?	Deadlines		Status
					Start	Finish	
Market our expertise and ability to collaborate to others on campus	Departmental members	Time, communication skills, networking	Cost of materials to market and promote services; proving our expertise and customer service so that others think to include us on the proposals	Everyone	Oct-09	Ongoing	
Identify existing projects on campus or with other universities in which to participate.	Departmental staff	CoA grant writer, staff networking, training	Networking and ability of staff to identify projects and	CoA department heads, CoA faculty and staff members	Aug-11	Ongoing	
Improve grant and proposal support and reporting efforts	Accountant, business officer, college grant unit	Training, technology, communication among department, college and university support and reporting units	Communication	PI's, unit leaders, department head	Aug-11	Ongoing	

Tier 1

ACTION PLAN

Focus Area: **Extramural Funding**

2025 Theme VI

Project Name: **Physical Inventory**

Creation/Revision Date: **Aug-11**

Project Start Time: **Dec-09**

Team members: **Russ Feldhausen, Lori Buss, Unit leaders, Kevin Block**

Anticipated Completion:

Task/Activity	Who's Responsible?	Resources needed	Dependencies	Who needs to know?	Deadlines		Status
					Start	Finish	
Develop inventory disposal process that will efficiently, effectively, and timely dispose of furniture and equipment	Technology representative, Lori Buss, unit leaders	Time, physical space for storage and processing, KSU disposal policies		Department members	Dec-09	Dec-11	Process Needs Finalized and Documented
Make equipment available to others in department, other departments in KSRE and on campus	Business office staff, unit leaders, technology representative	Time, used equipment	Approval from KSU Controller's Office	Department members, university departments	Mar-10	Ongoing	Can use IDE, listservs to advertise equipment
Complete annual inventory of technology equipment, furniture and other equipment	Department members, business office staff	Time, departmental support, trained staff to record inventory	Willingness of departmental members to participate		Feb-10	Ongoing	Software is in place, process needs documented
Review storage requirements and current storage situation	Unit leaders and unit representatives	Time		Department head, unit leaders	Sep-11	Dec-11	
Develop and implement software license management plan	Technology representative, Vernon Turner, Gina Nixon	Time, funding		IET unit leader, department administration	Jul-10	Dec-11	System is in place, now recording all new purchases
Assess lifespan of current equipment	Unit leaders and unit representatives	Time		Department members, administration	Jun-09	Jun-12	Waiting on complete inventory
Assess needs over next 3-5 years	Unit leaders and unit representatives	Time		Department members, administration	Jul-09	Jun-12	Waiting on complete inventory
Plan equipment/technology purchases	Unit leaders and unit representatives	Time, funding	Budget	Department members, administration	Jan-10	Jul-15	

Tier 1

ACTION PLAN

Focus Area: **Extramural Funding**

2025 Theme IV

Project Name: Promotion of Departmental Services

Creation/Revision Date: Aug-11

Project Start Time: Mar-09

Team members: Unit leaders, Kris Boone

Anticipated Completion:

Task/Activity	Who's Responsible?	Resources needed	Dependencies	Who needs to know?	Deadlines		Status
					Start	Finish	
Compile a comprehensive list of departmental services, clearly identifying all the units providing them	Unit leaders	Time	Add university printing information	Department members	Oct-11	ongoing	update dept. website also
Brainstorm to identify new services that can help develop niches for the department	Department members	Time, creativity, funding	Ability to implement new services, administrative support	Customers, administrators	Sep-09	Ongoing	
Create and print departmental brochure/flyer that emphasizes and promotes departmental services	Unit leaders, editor, designer, print staff	Funding, time	Workload of those responsible; perhaps separate brochure for university printing?	Customers, department members	Oct-11	Mar-12	
Compile list of current clients and customers. Identify new clients, customers or markets	Department members	Time, understanding of client and customer base	Availability of new customers and markets	Department members	Oct-11	Ongoing	
Distribute departmental brochure/flyer to current and potential clients.	Unit leaders, distribution staff	Funding, time		Customers	Mar-11	Ongoing	
Develop methods to build strong working relationships with potential clients such as BRI and NBAF.	Department head, unit leaders, department members	Individuals with good customer service skills	Ability to establish working relationships on- and off-campus	Administrators, department members	Mar-09	Ongoing	
Create condensed schedule of charges (including editing) to distribute and publish	Unit representatives, unit leaders, business office staff	Time, funds		Department members, customers	Sep-11	Dec-11	
Update Department of Communications services website for promotion to KSRE, CoA, etc.	Unit leaders, editor, designer, print staff	Funding, time	Workload of those responsible	Customers, department members	Jul-09	ongoing	website updated in 2010
Promote services in Tuesday Letter and K-State Today when appropriate.	Unit leaders	Time	Readership of Tuesday Letter	Department members	Jul-09	Ongoing	

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ACTION PLAN

Focus Area: **Extramural Funding**

2025 Theme IV

Project Name: **Promotion of Departmental Services**

Creation/Revision Date: **Aug-11**

Project Start Time: **Mar-09**

Team members: **Unit leaders, Kris Boone**

Anticipated Completion:

Task/Activity	Who's Responsible?	Resources needed	Dependencies	Who needs to know?	Deadlines		Status
					Start	Finish	
Train/coach department members to promote ALL departmental services to incoming clients	Unit leaders, department members	Knowledge of department, training	Understanding of department members and effective training/messaging	Department members	Jan-10	Ongoing, special session on Oct. 26	
Dept members serve on PFTs	Unit leaders, department members	Knowledge of department, attendance at Oct. 26 training	Understanding of department members and effective training/messaging	Department members, Gregg Hadley	Jan-10	Ongoing, special session on Oct. 26	
Other suggestions include:							
Create a copy center with walk-up coin/card operated copier(s) in Umberger Hall							
Develop a calendar with pics/pub information that could be sold							