

National Sponsored Programs Administrators Alliance Strategic Plan 2015-2020

Executive Statement

The National Sponsored Programs Administrators Alliance of Historically Black Colleges and Universities, Inc. (NSPAA-HBCUs) is a unique nonprofit organization providing Sponsored Programs and Research Administrators advocacy, support, and training for HBCUs and other stakeholders. It is the only organization that specifically serves a cadre of Sponsored Programs and Research Administration professionals who work in the HBCU community. The purpose of NSPAA is to improve the efficiency and effectiveness of the administration of sponsored programs and research at HBCUs by promoting the development and implementation of effective policies, procedures, and practices.

NSPAA consist of a 15-member board with more than 200 years of combined experience, which represents over 100 HBCUs. It has a diverse membership with expertise in all aspects of Sponsored Programs and Research Administration. Since its inception, NSPAA has had exceptional success in partnering and collaborating with federal agencies, foundations and corporations. In addition, NSPAA has served as a mechanism for the formation of partnerships and collaborations among HBCUs in pursuing sponsored programs and research related endeavors.

NSPAA also gives its membership a venue for meeting and networking face-to-face with funding agencies, program officers, and other senior leaders across the funding landscape. In this particular mode, NSPAA sponsors annual technical assistance training for Sponsored Programs and Research Administration personnel. In addition, NSPAA seizes opportunities to collaborate with its partners to deliver webinars and other online training related to sponsored programs and research related activities. NSPAA leadership also acts as an advocate for HBCU sponsored programs and the research community with governmental and non-governmental decision-makers.

Institutions of higher education, to a large extent, view sponsored programs and research as a critical element in transforming the university's infrastructure and capacity, which enhances the ability to train its students and proffer state-of-the-art research to sustain them. Therefore, NSPAA embraces its mission to aid HBCUs in the efficiency and effectiveness of sponsored programs administration. Thus, the challenges to higher education and specifically HBCUs place NSPAA and its mission at the forefront of its member institutions' transformation and sustainment.

NSPAA has the following seven major goals as its core pursuit: 1) Establish a central administrative office; 2) Engage 40 senior administrators to include five HBCU college presidents in the implementation of NSPAA Strategic Plan by 2019-2020; 3) Increase

certification by 20% of NSPAA members by 2020; 4) Provide at least three technical assistance training sessions each school year; 5) Enhance grant procurement activities by adding at least one sponsor per year during the 2015-2020 cycle; 6) Establish and maintain a blog, and 7) Maintain fiscal sustainability.

Vision Statement

NSPAA strives to be the premier professional organization to provide essential services and support for sponsored programs and research administrators.

Mission Statement

NSPAA was established in December 1993 with the mission to aid HBCUs in the efficiency and effectiveness of sponsored programs administration. The Alliance provides technical assistance workshops, seminars, training and service activities, which have resulted in a collaborative sponsored research community of HBCUs that share best practices and address particular needs facing HBCUs.

Brief Description

The National Sponsored Programs Administrators Alliance of Historically Black Colleges and Universities, Inc. (NSPAA) was established in December 1993 and was incorporated as a 501(c)(3) non-profit corporation, and registered in the State of Delaware as a non-profit organization.

NSPAA comprises a cadre of Sponsored Program professionals who work in the HBCU community. The activities are designed to enhance our institutions to increase their abilities to capture sponsored program funding. NSPAA serves as a catalyst and foundation for the HBCU research enterprise, to identify funding opportunities and facilitate efforts in securing and managing sponsored and elective research and creative activities. The Alliance has made great strides in disseminating pertinent information to its HBCU peer institutions and to key stakeholders about the value that NSPAA offers.

The purpose of NSPAA is to improve the efficiency and effectiveness of the administration of sponsored programs at HBCUs by promoting the development and implementation of effective policies, procedures, and practices. The Alliance continues to foster the establishment of sponsored programs offices at HBCUs and improve communications between university officials, sponsored programs administrators, principal investigators, project personnel, and funding agency representatives. NSPAA strives to be an essential vehicle for disseminating information and exchanging views on shared concerns and specific issues. It does this through networking, professional development of its membership and the profession as a whole, and continuous transformation to keep pace with the changing sponsored programs and research landscape.

NSPAA Core Value Statement

1. **Leadership:** NSPAA is a leading organization that has proven professionals in key positions of management.
2. **Education:** NSPAA values the robust exchange of information and ideas, both among and between its membership and all stakeholders.
3. **Integrity:** NSPAA holds high ethical standards.
4. **Diversity:** NSPAA members include private and public higher education institutions who serve a diverse population including faculty, students, and state and federal offices, foundations, organizations/agencies/corporations, and other stakeholders.
5. **Adaptability:** NSPAA is a flexible and dynamic Alliance able and willing to adapt to the evolving needs of members and the shifting landscape of industry.
6. **Collaboration and Partnership:** NSPAA recognizes the benefits that accrue to our membership institutions and our user audience when we share our resources, expertise, time, and energy.
7. **Advocacy:** NSPAA educates the public and advocates for the long-term best interest of sponsored programs administration.
8. **Customer Service:** NSPAA views its membership as its customer offering high quality service delivery through intensive technical assistance, professional development initiatives, and clarification of sponsored programs regulations.
9. **Sustainability:** NSPAA promotes both financial and programmatic sustainability in its overall operations.

Strategic Goals and Objectives

Administrative Goals:

1. **Establish a central administrative office that ensures that systems and structures are created to provide effective management and support that help to contribute to the NSPAA's overall effectiveness, enhance its ability to achieve its objectives and respond to the needs of its membership.**

Objectives:

- a) Research appropriate search engines to determine at least three similar organizations for comparative examination of the organizational structures.
 - b) Conduct a feasibility study to determine the appropriateness of establishing a central administrative office by 2015-2017.
 - c) Create an implementation strategy based upon the feasibility study results to establish a central NSPAA administrative office.
2. **Engage 40 senior administrators to include 5 HBCU college presidents in the implementation of NSPAA strategic plans by 2019-2020.**

Objectives:

- a) Establish a partnership with White House Initiative to develop a presidential forum.
- b) Use senior administrators as presenters at the NSPAA Technical Assistance Workshops to discuss best practices in the sponsored programs enterprise.
- c) Solicit college presidents to identify sponsored programs administrators to become members and/or participants.

3. To increase certification by 20% of NSPAA members by 2020.**Objectives:**

- a) Build partnerships with at least three entities to facilitate certification training.
- b) Provide Certified Research Administrator (CRA), Certified Pre-Award Research Administrator (CPRA), and Certified Financial Research Administrator (CFRA) training through sponsored webinars and online courses.
- c) Provide training through the NSPAA members who are CRA certified.

Programmatic Goals:**1. Provide at least three technical assistance training sessions each school year.****Objectives:**

- a) Conduct an annual technical assistance workshop leading to certification or a certificate of completion.
- b) Offer webinars, seminars, and website blogs.

2. To enhance grant procurement activities by adding at least 1 sponsor per year during the 2015-2020 cycle.**Objectives:**

- a) Identify potential sponsors for grant procurement.
- b) Develop proposals and submit to sponsors by the External Relations Committee

3. To establish and maintain a strong web presence.**Objective:**

- a) Utilize the software to create an avenue for maximum communications.
- b) Maintain a dynamic and informative website
- c) Maintain an engaging website blog
- d) Track the number of activities per page on a quarterly basis.

Financial Goals:**1. To maintain fiscal sustainability.****Objectives:**

- a) To increase institution membership by 15% each school year during the 2015-2020 cycle (Baseline: 45).
- b) To increase membership by 15% each school year during the 2015-2020 cycle (Baseline: 108).
- c) To control the asset to debt ratio; the ratio should be >1 .