

A strategic framework to optimize sponsored research services: A transition from a small to medium Institution

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Introduction

Strategic planning is a fundamental tool to establish guidance on where an organization will be in a determined timeframe. It usually comes along with changes in processes linked with environment, procedures an technology, and cultural transformation within the organization. To be successful in this constant evolutionary climate that is research administration, growth of the enterprise is paramount.

Purpose

The purpose is to outline a strategic framework developed for a small minority research that is optimizing its centralized administration services due to its needed growth. We share this as a model to be utilized as guidance for other research institutions of similar type, size and population.

Methods

- Through the active participation of essential research offices, projects, programs, and the central research office, the vision and mission were codeveloped for the next five years.
- A steering committee was established to continue the process of developing the framework to restructure the Strategic Plan, based on a logic model.



Figure 1. Development process of the Strategic Planning Framework

Conclusions

- The Strategic Framework was approved by the Institutional Officials in July 2022.
- Since August 2022, implementation of the Strategic Framework commenced.
- Three subcommittees were formed with research administrators to achieve each goal of the Strategic Framework.
- A steering committee was formed to oversee the progress and guide the subcommittees during the transitioning process.
- small to medium transitioning institutions can utilize this as a guide when co-developing their strategic framework.

Future Direction

- Develop an evaluative research study to explore the impact and operational efficiency of the strategic plan.
- Realign job descriptions, and reconsider new areas of training, expertise and personnel.

Results

Mission

The Office of Research Development (ORD) highest quality research administration at all stages of all grant life cycles by promoting responsible stewardship of funds, disciplined management, centered services, expertise, and technology to conduct funded projects in alliance with collaborators to reduce health disparities.

Goals of ORD

- Administration and Managament
- Quality Research Development and Implementation
- Training/Education

Figure 2. Strategic Framework Logic Model.



services.

What we invest?

Inputs

- Staff
- 3. Researchers

1. Time

- Faculty
- 5. Students 6. Volunteers
- 7. Funding
- Technology

10. Partners

- Workspaces and Supplies
- 11. Collaborators

What we do? | Who we reach?

Outputs

- Activities developed.
- 2. Develop products: curriculum, resources, SOPs, meeting minutes, progress reports, activity evaluations, and newsletters.
- Staff, researchers and student trainings and workshops.
- Centralized institutional data management plan.
- Steering committee and subcommittees.

Outcomes

Short-Term Up-to-date researchers and

on research policies. Compliance management.

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Medium-Term

- workplace Strengthen technological literacy. Optimize administrative
- processes and data management Capacity and team building
- programs.

Long-Term

- Increase number of active researchers.
- Increase external funding support.
- Enhance and optimize research administration services.

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