FDP Phase VII Strategic Plan

The FDP Mission – Our Core Purpose

*To streamline the administration of federally sponsored research and foster collaboration
to enhance the national research enterprise
while maintaining high standards of stewardship and accountability*

The FDP Vision – Our Picture of the Ideal Future

Researchers doing research, not administration

- The FDP enables researchers to engage in innovative research in an environment that supports accountability, effective stewardship, and business efficiencies.

- The FDP empowers federal and university administrators to demonstrate and implement regulatory changes and process improvements that support accountability, effective stewardship, and business efficiencies.

- The FDP achieves measurable results in its demonstrations and projects for the benefit of all in the research enterprise.

- The FDP streamlines the entire life cycle of research administration from proposal submission to award close-out.

We have a model partnership

- We facilitate collaboration between federal agencies and FDP member institutions, and our cooperation serves as a model throughout the research enterprise.

- We have rigorous processes in place to facilitate high priority demonstrations.

- We have a flexible, collaborative infrastructure supporting innovation to address emerging issues.

- The FDP has strong name recognition in federal agencies, White House executive offices, institutions, and among Congressional staff.

- All institutional partners -- faculty, research administrators, and technical experts – and federal program officials are actively engaged with the FDP.

- Key decision-makers in federal agencies and FDP institutions are engaged in and champions of the partnership.

- There is a well-defined relationship between the FDP, the Government-University-Industry Research Roundtable (GUIRR) and the National Academy of Sciences (NAS).

- We effectively evaluate and communicate the value and impact of FDP to our stakeholders.

Goals – Our Focus for Phase VII

Goal 1: Demonstrate positive impact on administrative efficiency and effectiveness

Goal 2: Institutionalize evaluation to determine the relevance and impact of FDP

Goal 3: Strengthen resources and infrastructure to sustain FDP growth

Goal 4: Actively engage community partners–administrator, faculty, and federal representatives

Goal 5: Tell a powerful FDP story to internal and external audiences

Goal 1: Demonstrate positive impact on administrative efficiency and effectiveness

Desired Results
- Reduce the administrative burden on administrator, faculty, and federal partners
- Focus more resources from a research project on solving research issues as opposed to administrative requirements
- Shorten the time between the issuance of a grant by the sponsor and the initiation of the project by the PI
- Partners are using a comprehensive FDP-supported toolkit and clearinghouse to improve the efficiency and effectiveness of research administration

Key Strategies
- Broaden the definition of "demonstration" to account for the continuum of effective ways to streamline research administration
- Identify and prioritize the highest value-added opportunities to streamline research administration
- Use the Faculty Workload Survey to help define FDP priorities
- Conduct an Administrator Workload Survey and a Federal Partner Survey to get feedback from partners about the use and effectiveness of tools and activities on reducing administrative burden and to help define FDP priorities
- Develop and implement a plan to build, test, and make available an FDP-supported toolkit / clearinghouse to reduce administrative burden

Immediate action to complete before Phase 7:

- Develop and publicize new definition of demonstration that incorporates all activities.

High priority deliverable to start and complete in the first 2 years of Phase 7:

- Set up new working group or committee to standardize templates and guidance related to demonstrations and pilots with an emphasis on data collection.

Goal 2: Institutionalize evaluation to determine the relevance and impact of FDP

Desired Results
- Comprehensive list of FDP "tools" with metrics showing use by federal partners and institutions
- FDP tools and activities have built-in evaluation system and indicators of success
- Visibility and accountability of FDP relevance and impact

Key Strategies
- Embed in the annual member survey questions tied to specific tools and activities
- Conduct a post-activity assessment for every FDP activity / tool
- Modify / focus the content of what is reported at the three FDP meetings to reflect the burden-reducing challenges and results
- Engage external evaluators to set standards, design metrics and processes, and train the FDP community to strengthen measurement and evaluation

Immediate action to complete before Phase 7:

- None in this goal area

High priority deliverable to start and complete in the first 2 years of Phase 7:

- Set up new working group or committee to develop and oversee creation of metrics and evaluation.

Goal 3: Strengthen resources and infrastructure to sustain FDP growth

Desired Results
- FDP has adequate resources and skills to support FDP mission and priorities
- Effective processes are in place for planning, meetings, and decision-making

Key Strategies
- Assess and support FDP appropriately including programmatic, administrative, financial and technical support
- Identify target areas of expertise required for Phase VII strategy and find creative ways to resource these needs (e.g., communication expertise, evaluation expertise, etc.)
- Define the form and size for FDP in Phase VII and address critical questions related to the appropriate number of institutions, representatives and attendees and expectations of all participants
- Assess and modify, as needed, the structure and governance of FDP based on scaling, resourcing, and engaging members and non-members
- Establish an effective structure for meetings in Phase VII to achieve desired outcomes
- Review progress on the FDP Strategic Plan annually as an Executive Committee

Immediate actions to complete before Phase 7:
- Set up new working group or committee to oversee FDP Phase VII Strategic Plan implementation

- Set up new working group or committee to oversee infrastructure support and capacity-building. Prepare comprehensive list of all administrative / infrastructure tasks required to sustain and grow FDP. Develop plan for staffing the tasks (Assistant ED and others under David Wright's direction).

High priority deliverable to start and complete in the first 2 years of Phase 7:

- Strengthen infrastructure to sustain and grow FDP. (Note: FDP has grown by 20% in each of the past two phases. We are not pursuing a growth strategy for the sake of being larger. At the same time, we do not want to limit participation in FDP by interested partners. Therefore, we need to address capacity and infrastructure needs to keep pace with the growth to date as well as any additional growth that comes in Phase 7.)

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Goal 4: Actively engage all community partners – administrator, faculty, and federal representatives

Desired Results
- Strong, shared commitment and alignment to FDP outcomes and identification of priorities / highest return projects by all partners – administrator, faculty and federal representatives
- Clear roles, accountability and enforcement of FDP membership requirements
- Full representation of faculty in FDP from every institution
- Increased the number and participation of federal partners
- Voluntary and enthusiastic participation by all partners in FDP activities
- Administrator, faculty and federal representatives all believe their "voice" is heard by the FDP organization as a whole and their contribution is valued and makes a difference to reducing administrative burden
- There are effective ways for non-members to engage and learn from FDP community

Key Strategies
- Establish clearly defined roles and responsibilities for all representatives
- Communicate broadly and often the roles and accountability for FDP membership
- Fully integrate faculty in FDP activities
- Effectively engage all representatives in FDP activities
- Institutionalize mechanisms for more direct communication to all representatives
- Invite new and retain existing federal representatives. Find appropriate ways of engaging the Office of Management and Budget

Immediate action to complete before Phase 7:
- Develop a plan to invite new and retain existing federal representatives. Decide whether OMB membership is a requirement for success and act accordingly. Implement procedures to enhance federal participation.

High priority deliverables to start and complete in the first 2 years of Phase 7:
- Continue to enhance federal engagement.
- Develop and implement strategies for better integrating faculty into ongoing FDP activities.
- Monitor participation closely and provide more personal outreach to members who have lapsed in representation – whether it's the entire institution or a certain representative. Encourage members to send backup institutional counterparts to represent their institution.

Goal 5: Tell a powerful FDP story to internal and external audiences

Desired Results
- Clear and powerful message of purpose– why FDP and why you should join FDP
- Clear statement of impact – what FDP has achieved and what we are doing now
- Greater participation in FDP – strong feeling of inclusion and engagement by all representatives
- Leveraged impact – greater change and adoption of tools and products
- Broad understanding of and transparency about FDP structure, roles, processes, resources

Key Strategies
- Approach communication with professional support – explore options to get outside expertise
- Increase communication to all partners and stakeholders
- Strengthen recognition and celebration of accomplishments – more thank-you notes and ribbon-cutting events
- Strengthen documentation support – meeting note-takers and packages
- Incorporate metrics into communication
- Ensure a unified voice across FDP community

Immediate actions to complete before Phase 7:
- Develop targeted communications directed at federal agencies that explains why they should initiate or increase their involvement in FDP and how involvement will benefit them.
- Increase participation on the Communications Committee.

High priority deliverable to start and complete in the first 2 years of Phase 7:
- Develop a comprehensive communications and marketing plan for FDP. Prepare and update annually a compelling FDP story in brochure or online format. Summarize key accomplishments, upcoming activities, and the benefits of joining and participating with FDP. Share the story broadly with federal partners, FDP institutions and non-FDP institutions. (Explore options for getting expert professional support.)

Summary of Immediate Actions

Note – these set-up activities are to start now and be completed before Phase 7.

Goal 1: Demonstrate positive impact on administrative efficiency and effectiveness
• Develop and publicize new definition of demonstration that incorporates all activities.

Goal 2: Institutionalize evaluation to determine the relevance and impact of FDP
• None in this goal area

Goal 3: Strengthen resources and infrastructure to sustain FDP growth
• Set up new working group or committee to oversee FDP Phase VII Strategic Plan implementation • Set up new working group or committee to oversee infrastructure support and capacity-building. Prepare comprehensive list of all administrative / infrastructure tasks required to sustain and grow FDP. Develop plan for staffing the tasks (Assistant ED and others under David Wright's direction).

Goal 4: Actively engage community partners–administrator, faculty, and federal representatives
• Develop a plan to invite new and retain existing federal representatives. Decide whether OMB membership is a requirement for success and act accordingly. Implement procedures to enhance federal participation.

Goal 5: Tell a powerful FDP story to internal and external audiences
• Develop targeted communications directed at federal agencies that explains why they should initiate or increase their involvement in FDP and how involvement will benefit them. • Increase participation on the Communications Committee.

Summary of Near-term Phase 7 Actions

Note – these high priority deliverables are to start at the beginning of Phase 7 and be completed in the first couple years.

Goal 1: Demonstrate positive impact on administrative efficiency and effectiveness
• Set up new working group or committee to standardize templates and guidance related to demonstrations and pilots with an emphasis on data collection.
Goal 2: Institutionalize evaluation to determine the relevance and impact of FDP
• Set up new working group or committee to develop and oversee creation of metrics and evaluation.
Goal 3: Strengthen resources and infrastructure to sustain FDP growth
• Strengthen infrastructure to sustain and grow FDP.
Goal 4: Actively engage community partners–administrator, faculty, and federal representatives
• Continue to enhance federal engagement. • Develop and implement strategies for better integrating faculty into ongoing FDP activities. • Monitor participation closely and provide more personal outreach to members who have lapsed in representation – whether it's the entire institution or a certain representative. Encourage members to send backup institutional counterparts to represent their institution.
Goal 5: Tell a powerful FDP story to internal and external audiences
• Develop a comprehensive communications and marketing plan for FDP. Prepare and update annually a compelling FDP story in brochure or online format. Summarize key accomplishments, upcoming activities, and the benefits of joining and participating with FDP. Share the story broadly with federal partners, FDP institutions and non-FDP institutions. (Explore options for getting expert professional support.)