

1.1 University Mission Statement

Armstrong Atlantic State University was founded in 1935 as a city college and continues to fulfill an urban mission, teaching a diverse population of traditional and non-traditional students. Throughout its history, Armstrong Atlantic has shared its creative, scholarly, technical and leadership expertise with individuals and organizations throughout southeast Georgia. It is a designated Regional Health Professions Education Center. Offering a broad range of programs in arts and sciences, teacher education, health professions, and graduate studies, Armstrong Atlantic provides all students with a firm foundation in the liberal arts and anchors its academic excellence in its baccalaureate and graduate programs.

Armstrong Atlantic State University shares with other institutions in the University System of Georgia the following common mission:

The mission of the University System of Georgia is to contribute to the educational, cultural, economic, and social advancement of Georgia by providing excellent undergraduate general education and first-rate programs leading to associate, baccalaureate, masters, professional, and doctoral degrees; by pursuing leading-edge basic and applied research, scholarly inquiry, and creative endeavors; and by bringing these resources to bear on the economic development of the state and the continuing education of citizens through public service.

While the core teaching, research and scholarship, and service functions differ by institutional type, the campus life of every institution in the University System of Georgia will be characterized by:

- a supportive campus climate, necessary services, and leadership and development opportunities, all to educate the whole person and meet the needs of students, faculty, and staff;
- cultural, ethnic, racial, and gender diversity in the faculty, staff and student body, supported by practices and programs that embody the ideals of an open, democratic, and global society;
- technology to advance educational purposes, including instructional technology, student support service, and distance education;
- collaborative relationships with other system institutions, state agencies, local schools and technical institutes, and business and industry, sharing physical, human, information, and other resources to expand and enhance programs and services available to the citizens of Georgia.

Armstrong Atlantic State University shares with the other state universities of the University System of Georgia the following core characteristics or purposes:

- a commitment to excellence and responsiveness within a scope of influence defined by the needs of an area of the state, and by particularly outstanding programs or distinctive characteristics that have a magnet effect throughout the region or state;
- a commitment to a teaching/learning environment, both inside and outside the classroom, that sustains instructional excellence, serves a diverse and college-prepared student body, promotes high levels of student achievement, offers academic assistance, and provides developmental studies programs for a limited student cohort;
- a high quality general education program supporting a variety of disciplinary, interdisciplinary, and professional academic programming at the baccalaureate level, with selected master's and educational specialist degrees, and selected associate degree programs based on area need and/or inter-institutional collaborations;

- a commitment to public service, continuing education, technical assistance, and economic development activities that address the needs, improve the quality of life, and raise the educational level within the university's scope of influence;
- a commitment to scholarly and creative work to enhance instructional effectiveness and to encourage faculty scholarly pursuits, and a commitment to applied research in selected areas of institutional strength and area need.

The primary mission of Armstrong Atlantic State University is to foster in its students abilities essential to being knowledgeable, thoughtful, responsible, and creative members of society. For its population of traditional and nontraditional students, Armstrong Atlantic strives to promote academic excellence and provide appropriate access to its programs, including magnet offerings in health professions, teacher education, public history, criminal justice, and transfer programs in engineering studies. Moreover, Armstrong Atlantic shall:

- Augment traditional classroom instruction and provide student-centered learning through the integration of new technologies and innovative methods of course delivery;
- Improve and expand access through distance learning, flexible course scheduling, and development of off-campus sites;
- Respond to student needs through accessible faculty and administrators, an effective student-teacher ratio, and appropriate learning support;
- Foster a deepened understanding of diverse world views and experiences through the examination of multicultural and international perspectives across the curriculum and activities that encourage respect for human worth;
- Offer activities to students that help to prepare them for the work place or for further study through a wide array of leadership programs, experiential training, and entrepreneurial opportunities;
- Optimize resources and expand educational opportunities for citizens throughout Georgia through the interchange of faculty and programs and in partnerships with other educational institutions, especially other units of the University System.

In shaping its vision for the twenty-first century, Armstrong Atlantic has assumed a leadership role in the application and integration of new educational technologies. The institution aspires to build upon its already excellent curricular and urban oriented research programs and expand its magnet offerings, especially in the sciences. A planned student body profile based on admissions, progressions, and graduation expectations shall enhance institutional effectiveness. Finally, Armstrong Atlantic assumes responsibility for initiating collaborative efforts and for attracting and cultivating credit and non-credit programs designed to meet societal needs in such areas as economic development, health, cultural life, and technological advancement.

1.2 Description of the Office of Sponsored Programs

The Office of Sponsored Programs (OSP) was established as a support service for Armstrong Atlantic State University faculty and staff. As such, this office facilitates the administrative review of sponsored projects and research proposals from the initial planning phase through the award. Post-award activities, fiscal arrangements, and grant implementation are the responsibilities of the researcher or principal investigator and the Business Office. The OSP is available to advise throughout the project period and with final reports.

1.3 Services provided by the Office of Sponsored Programs

- The OSP will assist the project director or principal investigator (PI) in the interpretation of policies, regulations, and guidelines applicable to particular projects.
- The OSP will assist in locating potential sponsors.
- The OSP will procure any necessary Request for Proposals (RFP's), guidelines, and application forms as needed by interested faculty.
- The OSP will maintain contact with sponsoring agencies.
- The OSP will also advise, at the request of the grant writer, on the preparation of proposals, particularly concerning the standard forms to be completed, compliance and assurance forms, budget, and institutional data.
- The OSP will discuss program design and development, provide editorial services, review draft proposals and budgets for compliance with college and state regulations and the policies of the funding agency, and provide general advice on strategies which might maximize the effectiveness of the application effort.
- The OSP will provide duplication and printing services as needed for the proposal.
- The OSP will advise the investigator on internal and external review procedures and coordinate the final internal review and signature approval process as expeditiously as possible. **It is important that the institution maintain control over all externally funded activities and all proposals are required to follow the procedure for institutional approval before being mailed.**
- The OSP will, at the request of the PI, transmit the proposal to the sponsoring agency.
- The OSP also offers assistance in preparing periodic and final reports required by sponsoring agencies.
- The OSP is the central coordination point for ALL proposals that involve a restricted grant or contract to the university by a sponsoring organization. Unrestricted gifts fall under the purview of the Advancement Office.
- The OSP will distribute information and guidelines on a variety of programs and will maintain a selected reference library to assist in identifying potential funding sources. The OSP will make information on current grant opportunities and deadlines available electronically on the OSP Web page. Information on programs mentioned in the electronic bulletins will be available from the OSP. The office will also provide funding databases for use by faculty and staff.

- The OSP will publish and maintain the *Grants and Contracts Manual for Research and Sponsored Programs*.
- The OSP will annually prepare a report of pre- and post-award activity. This information becomes a permanent record of the university and is reported to the Board of Regents. To assure an accurate description of those funds Armstrong Atlantic State University receives from outside sponsors along with the commitments made by the university, **it is necessary that the OSP receives a copy of ALL grant and contract proposals.**