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NIFA Infrastructure and Capacity Task Force

*Analyzing efficiency in non-competitive program
processes to better serve the customer*

Co-Chairs: Dionne Toombs & Martin Draper
Champion: Deborah Sheely

*Other task forces:
Diversity, Best Place to Work, etc.*

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Our Task

- Ensure process quality and integrity for all NIFA non-competitive programs;
- Facilitate the consistent application of processes and procedures across NIFA for all non-competitive programs;
- Lead the development of procedural guides, employee handbooks, and other reference materials;
- Recommend procedures for enhanced peer and merit review of non-competitive programs; and
- Identify opportunities to improve the overall efficiency and effectiveness of the procedures and management of the agency's non-competitive grants portfolio.


Standardization

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Expected Outcomes


- Improved visibility for non-competitive programs and enhanced access to accomplishments attributable to non-competitive program funding
- Improved process for administration of non-competitive programs, with optimized procedures for university partners and NIFA staff
- Improved communication between NIFA and university partners related to reporting and accountability issues

Logic Model

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Business Process Analysis Approach


- Prepare and Plan
- Analyze As-Is Environment
- Design To-Be Environment
- Implement To-Be Environment
- Improve Process Continuously

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Processes from SIPOC

- Set up (getting the applications in the door)
- Receipt of Applications
- Review/Recommend
- Award
- Obligate and Disburse Funds
- Reconcile Funds
- Reporting
- Closeout
- Oversight

done

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Status

- Current business process is documented
- Verifying for all 13 non-competitive programs
- Generic process manual completed
- Tailoring process manual for all non-competitive programs
- Training materials to be developed and delivered
- Analyzing connections to POW, AR, and REEport
