



Who Should Read

Chief research officers
Research administrators

Research Administration Metrics Compendium

Metrics to Measure Research Activity and Productivity

Two Ways to Use this Tool

1. Compile a list of research activity and productivity metrics to collect and analyze on a recurring basis
2. Identify metrics to measure that align with larger strategic research initiatives

Research Administration Metrics Compendium

Many research offices are collecting metrics but are focused on outputs, like number of proposals and awards, metrics that monitor useful and very relevant information, but that don't give much insight into how the research office is actually functioning. Too often, data is collected but not being shared or is only analyzed and publicized when it comes to creating an annual report. There is lots of information that could be utilized to monitor workflows and productivity and that could be used to help identify areas for improvement, it just requires measuring the right metrics. Collecting data on workflows and productivity also provide the research office with a way to push back on anecdotal complaints and to call attention to areas targeted for improvement.

The metrics that each research office chooses to measure will depend on a variety of factors including strategic priorities and staff capacity.

How to Use This Tool

This tool presents CROs and research administrators with a diverse list of research metrics to select from and measure.

Research Administration Metrics Compendium

Category	Potential Metrics
Proposals	Count of submitted proposals <ol style="list-style-type: none"> 1. Year to date 2. Compared to previous YTD 3. Month total 4. Compared to same month of previous year 5. University total 6. Individual college total
	Value of submitted proposals <ol style="list-style-type: none"> 1. Year to date 2. Compared to previous YTD 3. Month total 4. Compared to same month of previous year 5. University total 6. Individual college total
	Proposal quality and timeliness <ol style="list-style-type: none"> 1. Number of days proposals were submitted to the research office prior to submission deadline 2. Quality of proposal received (accepted, returned, additional information required, etc.) 3. University total 4. Individual college total
Awards	Count of sponsored awards received <ol style="list-style-type: none"> 1. Year to date 2. Compared to previous YTD 3. Month 4. Compared to same month of previous year 5. University total 6. Individual college total
	Value of sponsored awards received <ol style="list-style-type: none"> 1. Year to date 2. Compared to previous YTD 3. Month 4. Compared to same month of previous year 5. University total 6. Individual college total
	Awards by Federal Agency <ol style="list-style-type: none"> 1. Count 2. Value

Category	Potential Metrics
Research Expenditures	Sponsored expenditures by expenditure type (Direct, F&A, total) <ol style="list-style-type: none"> 1. Year to date 2. Compared to previous YTD 3. University total 4. Individual college total
	Total federally funded research expenditures
	Total R&D expenditure
	Grants and contracts expenditures per state appropriated dollar
	Grants and contracts expenditures per tenure/tenure-track faculty
Faculty Productivity	Number of scholarly publications
	Number of faculty with sponsored projects
	Total externally sponsored research expenditures per full-time ranked tenure/ tenure track faculty
	Total R&D expenditure per tenure/tenure-track faculty
Administrative Productivity	Incoming transaction count by type (ex. proposal, award, account set-up, etc.) <ol style="list-style-type: none"> 1. Month total 2. Compared to same month of previous year 3. Individual administrator count
	Completed Transaction count by type (ex. proposal, award, account set-up, etc.) <ol style="list-style-type: none"> 1. Month total 2. Compared to same month of previous year 3. Individual administrator count
	Subaward turnaround time (number of days)
	Twelve-month average of number of days to set up a new award (from receipt of award by university to notification of PI of budget number)
	Number of delays in award set-ups

Category	Potential Metrics
Facilities	Research funding per square foot of research space
	Research revenue per square foot
	Percentage of laboratories assigned
	Total externally-sponsored research expenditures per square foot
	Research expenditures per net assignable square foot
IP Development, Patents, Licenses	Number of disclosures
	Number of patent applications / number of provisional patent applications
	Number of new patents
	Total licensing revenue
	Total active licenses and option agreements
	New licenses and options