

## Grantseeking Activity in the iSchool@Syracuse

### People to Know – Proposal Preparation

*Contact the appropriate people as soon as you have decided you will be submitting a proposal!*

NOTE: The Principal Investigator (PI) is normally a full time salaried faculty member; part time faculty and staff may seek a waiver to be a PI; students are rarely eligible to be PI.

<p><b>iSchool Staff</b></p> <p>Eileen Allen, Research Administrator, iSchool 232 Hinds Hall 443-5692 <a href="mailto:eeallen@syr.edu">eeallen@syr.edu</a></p> <p>Steve Block Assistant Dean for Administration 343F Hinds Hall</p>	<ul style="list-style-type: none"> <li>- Primary contact for all grant questions and tasks in the iSchool</li> <li>- Budget creation, ‘soup to nuts’</li> <li>- Liaison to OSP, Foundations</li> <li>- <b>Will make your life easier</b></li>   <li>- Secondary contact for proposal preparation</li> <li>- Budget creation</li> </ul>
<p><b>iSchool Faculty</b></p> <p>Kevin Crowston Associate Dean for Research 348 Hinds Hall 443-1676 <a href="mailto:crowston@syr.edu">crowston@syr.edu</a></p>	<ul style="list-style-type: none"> <li>- Advice, guidance, career building information</li> <li>- Best practices</li> <li>- Content gurus</li> </ul>
<p><b>Office of Sponsored Programs</b> <a href="http://osp.syr.edu">http://osp.syr.edu</a> 211 Lyman Hall Meghan T. MacBlane, JD, Research Administrator 443-8252 <a href="mailto:mtmacbla@syr.edu">mtmacbla@syr.edu</a></p>	<ul style="list-style-type: none"> <li>- Authorized to submit proposals and contract awards</li> <li>- Responsible for iSchool, BBI, Graduate School, Newhouse, Whitman, Student Affairs</li> <li>- <b>Required contact</b> when preparing proposals to federal agencies, and for budget approval for all sponsored funding</li> </ul>
<p><b>Corporate and Foundation Relations</b> <a href="http://www.syr.edu/partnerships/foundations/contact-foundation-relations.html">http://www.syr.edu/partnerships/foundations/contact-foundation-relations.html</a></p> <p>Lekita Dawkins, Director <a href="mailto:ldawkins@syr.edu">ldawkins@syr.edu</a> Sara Wason, Asst. Vice President <a href="mailto:sdwason@syr.edu">sdwason@syr.edu</a> Alan Lincoln, Senior Director <a href="mailto:adlincol@syr.edu">adlincol@syr.edu</a></p>	<ul style="list-style-type: none"> <li>- Foundations / company liaison</li> <li>- Builds relationships</li> <li>- <b>Required contact</b> before preparing and submitting proposals to foundations and corporations</li> </ul>
<p><b>Office of Research Integrity and Protections</b> <a href="http://orip.syr.edu">http://orip.syr.edu</a> 214 Lyman Hall Tracy Crompton, Director <a href="mailto:orip@syr.edu">orip@syr.edu</a></p>	<ul style="list-style-type: none"> <li>- Human subjects protection/ IRB</li> <li>- Responsible conduct of research training and certification</li> </ul>

## Grant Management Activity in the iSchool@Syracuse

### People to Know – Grant Management

<p><b>iSchool Staff</b></p> <p>Eileen Allen, Research Administrator, iSchool 232 Hinds Hall 443-5692 <a href="mailto:eeallen@syr.edu">eeallen@syr.edu</a></p> <p>Ellen Hobbs, Senior Administrator 343D Hinds Hall <a href="mailto:ejhobbs@syr.edu">ejhobbs@syr.edu</a></p> <p>Maureen O'Connor Kicak, Budget Analyst 305 Hinds Hall <a href="mailto:mokicak@syr.edu">mokicak@syr.edu</a></p> <p>Jennifer Pulver, Budget Analyst 343C Hinds Hall <a href="mailto:jpulver@syr.edu">jpulver@syr.edu</a></p> <p>Roger Merrill, Asst. Dean for IT Services 002M Hinds Hall <a href="mailto:rmerrill@syr.edu">rmerrill@syr.edu</a>; <a href="http://ischool.syr.edu/facstaff/it/">http://ischool.syr.edu/facstaff/it/</a></p> <p>Steve Block, Asst. Dean for Administration 343F Hinds Hall <a href="mailto:scblock@syr.edu">scblock@syr.edu</a></p>	<ul style="list-style-type: none"> <li>- Assists in planning award expenditures</li> <li>- Audits accounts regularly and as needed</li> <li>- Answers questions!</li> <li>- Liaison to OSP, Foundations, everyone...</li> <li>- <b><i>Will make your life easier</i></b></li> <li>- Runs account reports as needed</li> <li>- Sets up Student awards</li> <li>- Payroll</li> <li>- Purchasing and Travel</li> <li>- Hardware/equipment advice/quotes/setup</li> <li>- Budget questions</li> <li>- Account questions</li> <li>- School policies/exceptions</li> </ul>
<p><b>Office of Sponsored Programs</b> <a href="http://osp.syr.edu">http://osp.syr.edu</a> 211 Lyman Hall Meghan T. MacBlane, JD, Research Administrator 443-8252 <a href="mailto:mtmacbla@syr.edu">mtmacbla@syr.edu</a></p>	<ul style="list-style-type: none"> <li>- Contract management</li> <li>- NoCost Extensions</li> <li>- Subcontract Set-up</li> <li>- Forward funding</li> <li>- Supplements/Special approvals</li> <li>- University policies</li> </ul>
<p><b>Corporate and Foundation Relations</b> <a href="http://www.syr.edu/partnerships/foundations/contact-foundation-relations.html">http://www.syr.edu/partnerships/foundations/contact-foundation-relations.html</a></p> <p>Lekita Dawkins, Director <a href="mailto:ldawkins@syr.edu">ldawkins@syr.edu</a></p> <p>Sara Wason, Asst. Vice President <a href="mailto:sdwason@syr.edu">sdwason@syr.edu</a></p> <p>Alan Lincoln, Senior Director <a href="mailto:adlincol@syr.edu">adlincol@syr.edu</a></p>	<ul style="list-style-type: none"> <li>- Foundations/ company liaison</li> <li>- Builds/maintains relationships</li> </ul>
<p><b>Office of Research Integrity and Protections</b> <a href="http://orip.syr.edu">http://orip.syr.edu</a> 214 Lyman Hall Tracy Crompton, Director <a href="mailto:orip@syr.edu">orip@syr.edu</a></p>	<ul style="list-style-type: none"> <li>- Human subjects protection/ IRB</li> <li>- Responsible conduct of research training and certification</li> </ul>
<p><b>Office of Sponsored Accounting</b> 211 Lyman Hall Lenore "Lennie" Decerce, Post Award Administrator <a href="mailto:lsdecerc@syr.edu">lsdecerc@syr.edu</a></p>	<ul style="list-style-type: none"> <li>- Manages sponsored accounts</li> <li>- Manages effort certification</li> <li>- Approves/disapproves expenditures</li> <li>- Submits financial reports</li> </ul>

