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.

<table>
<thead>
<tr>
<th>iSchool Staff</th>
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| Eileen Allen, Research Administrator, Research Analyst, iSchool | - Primary contact for all grant questions and tasks in the iSchool  
- Budget creation, ‘soup to nuts’  
- Liaison to OSP, Foundations  
- **Will make your life easier** |
| 232 Hinds Hall  
443-5692  
[eeallen@syr.edu](mailto:eeallen@syr.edu) | - Secondary contact for proposal preparation  
- Budget creation |
| Steve Block |  |
| Assistant Dean for Administration  
343F Hinds Hall |  |

<table>
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<tr>
<th>iSchool Faculty</th>
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| Jason Dedrick | - Advice, guidance, career building information  
- Best practices  
- Content gurus |
| Associate Dean for Research  
324 Hinds Hall  
443-5602  
[ssawyer@syr.edu](mailto:ssawyer@syr.edu) |  |

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<tr>
<th>Office of Sponsored Programs</th>
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| [http://osp.syr.edu](http://osp.syr.edu) | - Authorized to submit proposals and contract awards  
- Responsible for iSchool, BBI, Graduate School, Newhouse, Whitman, Student Affairs  
- **Required contact** when preparing proposals to federal agencies, and for budget approval for all sponsored funding |
| 113 Bowne Hall  
Meghan T. MacBlane, JD, Research Administrator  
443-8252  
[mmtmacbla@syr.edu](mailto:mmtmacbla@syr.edu) |  |

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<tr>
<th>Foundation Relations /Corporate Relations</th>
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| [http://www.syr.edu/facultyandstaff/grants/foundation-relations-services.html](http://www.syr.edu/facultyandstaff/grants/foundation-relations-services.html) | - Foundations / company liaison  
- Builds relationships  
- **Required contact** before preparing and submitting proposals to foundations and corporations |
| 820 Comstock Ave, Suite 100  
Lekita Dawkins, Director, Foundation Relations  
[ldawkins@syr.edu](mailto:ldawkins@syr.edu)  
Sara Wason, Exec. Director, Foundation Relations  
[sdwason@syr.edu](mailto:sdwason@syr.edu)  
Alan Lincoln, Director, Corporate Relations  
[adlincol@syr.edu](mailto:adlincol@syr.edu) |  |

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<th>Office of Research Integrity and Protections</th>
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| [http://orip.syr.edu](http://orip.syr.edu) | - Human subjects protection/ IRB  
- Responsible conduct of research training and certification |
| 121 Bowne Hall  
Tracy Cromp, Director  
[orip@syr.edu](mailto:orip@syr.edu) |  |
Grant Management Activity in the iSchool@Syracuse

People to Know – Grant Management

| iSchool Staff                                      | - Assists in planning award expenditures  
|                                                 | - Audits accounts regularly and as needed  
|                                                 | - Answers questions!  
|                                                 | - Liaison to OSP, Foundations, everyone...  
|                                                 | - *Will make your life easier*  
| Eileen Allen, Research Administrator, Research Analyst, iSchool  
| 232 Hinds Hall  
| 443-5692  
| eeallen@syr.edu  
| Ellen Hobbs, Senior Administrator  
| 343D Hinds Hall  
| ejhobbs@syr.edu  
| Maureen O’Connor Kicak, Budget Analyst  
| 343C Hinds Hall  
| mokicak@syr.edu  
| Jennifer Pulver, Budget Analyst  
| 343G Hinds Hall  
| jipulver@syr.edu  
| Roger Merrill, Asst. Dean for IT Services  
| 011-A Hinds Hall  
| rmerrill@syr.edu;  
| http://ischool.syr.edu/facstaff/it/  
| Steve Block, Asst. Dean for Administration  
| 343F Hinds Hall  
| scblock@syr.edu  
| Office of Sponsored Programs  
| http://osp.syr.edu  
| 113 Bowne Hall  
| Meghan T. MacBlane, JD, Research Administrator  
| 443-8252  
| mtmacbla@syr.edu  
| Office of Research Integrity and Protections  
| http://orip.syr.edu  
| 121 Bowne Hall  
| Tracy Cromp, Director  
| orip@syr.edu  
| Office of Sponsored Accounting  
| Skytop office building  
| Lenore “Lennie” Decerce, Post Award Administrator  
| lsdecer@syr.edu  
| | - Payroll  
| | - Purchasing and Travel  
| | - Hardware/equipment advice/quotes/setup  
| | - Budget questions  
| | - Account questions  
| | - School policies/exceptions  
| | - Contract management  
| | - NoCost Extensions  
| | - Subcontract Set-up  
| | - Forward funding  
| | - Supplements/Special approvals  
| | - University policies  
| | - Foundations/ company liaison  
| | - Builds/maintains relationships  
| | - Human subjects protection/ IRB  
| | - Responsible conduct of research training and certification  
| | - Manages sponsored accounts  
| | - Manages effort certification  
| | - Approves/disapproves expenditures  
| | - Submits financial reports  

February 3, 2015