

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.

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| <p>iSchool Staff</p> <p>Meghan MacBlane, Director Grants Development, iSchool 232 Hinds Hall 443-5692 mtmacbla@syr.edu</p> <p>Steve Block Assistant Dean for Administration 343F Hinds Hall</p> | <ul style="list-style-type: none"> - 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 - Secondary contact for proposal preparation - Budget creation |
| <p>iSchool Faculty</p> <p>Kevin Crowston Associate Dean for Research 348 Hinds Hall 443-1676 crowston@syr.edu</p> | <ul style="list-style-type: none"> - Advice, guidance, career building information - Best practices - Content gurus |
| <p>Office of Sponsored Programs http://osp.syr.edu</p> <p>211 Lyman Hall TBD (contact Meghan) Research Administrator 443-2807 ospoff@syr.edu</p> | <ul style="list-style-type: none"> - 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 |
| <p>Corporate and Foundation Relations http://www.syr.edu/partnerships/foundations/contact-foundation-relations.html</p> <p>Lekita Dawkins, Director ldawkins@syr.edu</p> <p>Gary Girzadas, Acting Assistant Vice President for Corporate and Foundation Relations gsgirzad@syr.edu</p> <p>Mark Coleman, Senior Director mccolema@syr.edu</p> | <ul style="list-style-type: none"> - Foundations / company liaison - Builds relationships - Required contact before preparing and submitting proposals to foundations and corporations |
| <p>Office of Research Integrity and Protections http://orip.syr.edu</p> <p>214 Lyman Hall Tracy Crompton, Director orip@syr.edu</p> | <ul style="list-style-type: none"> - Human subjects protection/ IRB - Responsible conduct of research training and certification |

Grant Management Activity in the iSchool@Syracuse

People to Know – Grant Management

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| <p>iSchool Staff</p> <p>Meghan MacBlane, Director Grants Development, iSchool 232 Hinds Hall 443-5692 mtmacbla@syr.edu</p> <p>Maureen O'Connor Kicak, Budget Analyst 305 Hinds Hall mokicak@syr.edu</p> <p>Jennifer Pulver, Budget Analyst 343C Hinds Hall jpulver@syr.edu</p> <p>Roger Merrill, Asst. Dean for IT Services 002M Hinds Hall rmerrill@syr.edu; http://ischool.syr.edu/facstaff/it/</p> <p>Steve Block, Asst. Dean for Administration 343F Hinds Hall scblock@syr.edu</p> | <ul style="list-style-type: none"> - Assists in planning award expenditures - Audits accounts regularly and as needed - Answers questions! - Liaison to OSP, Foundations, everyone... - <i>Will make your life easier</i> - Payroll - Purchasing and Travel - Hardware/equipment advice/quotes/setup - Budget questions - Account questions - School policies/exceptions |
| <p>Office of Sponsored Programs http://osp.syr.edu</p> <p>211 Lyman Hall TBD (contact Meghan) Research Administrator 443-2807 ospoff@syr.edu</p> | <ul style="list-style-type: none"> - Contract management - NoCost Extensions - Subcontract Set-up - Forward funding - Supplements/Special approvals - University policies |
| <p>Corporate and Foundation Relations http://www.syr.edu/partnerships/foundations/contact-foundation-relations.html</p> <p>Lekita Dawkins, Director ldawkins@syr.edu</p> <p>Gary Girzadas, Acting Assistant Vice President for Corporate and Foundation Relations gsgirzad@syr.edu</p> <p>Mark Coleman, Senior Director mccolema@syr.edu</p> | <ul style="list-style-type: none"> - Foundations/ company liaison - Builds/maintains relationships |
| <p>Office of Research Integrity and Protections http://orip.syr.edu</p> <p>214 Lyman Hall Tracy Cromp, Director orip@syr.edu</p> | <ul style="list-style-type: none"> - Human subjects protection/ IRB - Responsible conduct of research training and certification |
| <p>Office of Sponsored Accounting 211 Lyman Hall Liz Bull, Senior Accountant ewbull@syr.edu</p> | <ul style="list-style-type: none"> - Manages sponsored accounts - Manages effort certification - Approves/disapproves expenditures - Submits financial reports |