

Campus Grant Checklist

This checklist of consultations and contacts is designed to assist the Salem State College community in identifying various considerations in their grant writing and to promote compliance with College procedures and policies.

Checklist of consultations in planning your grant proposal, budget and implementation.

For all grants:	When to consult	Designated Contacts
A preliminary proposal form (available through the grants office or grants website.) must be completed and submitted to the appropriate Dean(s) for review and authorization. Department Chairperson(s) should be consulted to confirm department procedures and resources.	As soon as you have decided to develop a proposal.	Mary Mader, Director Elaine Milo, Assistant Director Grants Office
The Grants office can facilitate your budget planning with Financial Services /Budget Offices/Grants Accounting to identify the appropriate budget designations and adherence to policies/regulations, so that you may prepare an accurate budget that will be easier to implement and manage when you receive the award. This includes identification of a financial manager for the grant, generating invoices, drawdown of federal funds, and grant and financial record keeping.	Contact the grants office when you have an outline of your project and have identified resource and project needs.	Stephen Hoover, Associate Controller Financial Services
Purchasing can provide estimates and procedures for obtaining equipment, materials, or services related to your grant. SSC has contracts with many vendors and this will ensure the best price and service, as well as compliance with SSC purchasing agreements and state policies. (The grants office can help facilitate this)	When you have an outline of your project and have identified resource and project needs	Evelyn Wilson, Director Purchasing
IT should be consulted for technology needs including website development, hosting and maintenance issues and for purchasing estimates for any hardware or software. (The grants office can help facilitate this)	If you are planning on purchasing computers or/and software or when you think technology may help your project.	Brian Helman, Director Network Services Information Technology
Human Resources can assist with the proper designation and procedures for hiring/contracting consultants and/or employees with grant funds.	Upon award notification or for clarification in planning.	Mary Miller, Director Human Resources/Equal Opportunity
Institutional Review Board (IRB) - If it has been determined that the proposed projects meet the definition of research and human subjects, then researchers will submit an application for research to the IRB. For definitions and details: http://www.salemstate.edu/irb/	When you have an outline of your project and have identified resource and project needs	Janet Lundstrom, IRB Administrator Graduate School
For grants that provide course offerings, seminars, summer institutes or other professional development sessions or meetings:		
If your project includes Day course/PD offerings, consult your School Dean. For any courses or meetings to be offered outside of the regular day schedule and/or off-campus, the Dean of Continuing Education and/or the Dean of the Graduate School should be consulted in advance regarding planning and implementation including costs.	When you have an outline of your project and have identified resource and project needs.	Neal DeChillo, Dean Human Services Anita Shea, Dean Arts & Sciences Brewer Doran, Dean Business Arlene Greenstein, Dean Continuing Education Marc Glasser, Dean Graduate School
Workload issues, release time for the PI, and office space must be negotiated through the Department Chair and School Dean. Use of daytime classroom space must be approved by the Registrar's Office scheduling personnel after consultation with the Chair/Dean.		
Facilities and /or Events and Conferences will assist with planning the use of campus resources or space for meetings, or other campus accommodations.	When you have an outline of your project and have identified resource and project needs.	Stephen Keyes, Director Facilities Helen Watson-Felt, Director Events & Conferences
Submission of Course and Classroom Requests- For more information, instructions and forms, contact your Department Chairperson for day classes, Continuing Education Office for Continuing Education Courses and Graduate School for Graduate courses.	Upon award notification.	Individual Department Chairpersons Andrea Swirka, Associate Director Special Programs, Continuing Education Janet Lundstrom, Director Administrative Services, Graduate School