

Student Affairs Division Grant Guidelines (8/29/03)

General Guidelines

1. All student affairs grant proposals must be approved by the Vice President for Student Affairs. The VP-Student Affairs should be informed of impending proposals in the early stages of proposal development. John McLain (Academic Grants Manager) will facilitate review of proposals by the VP-Student Affairs and others who should be involved. As you begin to plan your proposal, please keep John informed; he will make sure notification goes out to the VP-Student Affairs and others involved in the grants approval process.
2. All proposals and budgets must go through Evergreen's internal approval process. The Grants & Contract Specialist manages this process, which involves many of the people listed below.
3. Completed proposals and budgets should be submitted to the Grants & Contract Specialist at least 7 working days in advance of formal submission deadlines. This seven-day lead time is necessary for final preparation and submission of proposals and for obtaining internal approvals. Some proposals require longer lead times. Call the Grants Coordinator well in advance of submission deadlines to ask when she needs your materials.

Who Does What

1. John McLain (Academic Grants Manager, ext. 6045) helps organize grant projects and assists with proposal and budget writing.
2. Dorothea Collins (Grants & Contracts Specialist, ext. 6640) checks proposals against agency guidelines, assists in editing proposals, manages the grants approval process and prepares materials for submission.
3. Bill Zaugg (Administrative Assistant for Budget, ext. 6291) reviews proposals and budgets, administers contracts and memoranda of agreement, and assists principal investigators with managing grant accounts.
4. Donna Zaugg (Grants Accountant, ext. 6441) reviews budgets, checks for compliance with financial guidelines and establishes and administers grant accounts.
5. Collin Orr (Director of Business Services, ext. 6451) reviews proposals and budgets.
6. Eddy Brown (Academic Dean, ext. 6972) is responsible for human subjects review. This can be a time-consuming process. If your project involves human subjects, contact Eddy early in the stages of proposal development.
7. Director of Computing and Communications, ext. 6238, reviews requests for purchase and maintenance of computing equipment.
8. Art Costantino (Vice President for Student Affairs, ext. 6246) approves grant proposals and budgets as the officer responsible for the division.
9. John A. Hurley Jr. (Vice President for Finance and Administration, ext. 6500) approves grant proposals and budgets as the responsible fiscal officer for the college. He must approve waiver or reduction of indirect costs and cost-share commitments by the college.