

DEVELOPING a FUNDED PROJECT: CHECKLIST

Contact Mary Krugerud, Grant Development Director, x8224, Room C2109, for help with any part of the proposal development process. Obtain all signatures on the Preliminary Grant Approval form before making serious commitments of time and energy on proposal development.

People to contact for specific assistance:

Craig Erickson, Business Office, x8232, Room C1090
Shirley Beil, Perkins coordinator, x. 8422, Room C3107
Geoff Jones, Marketing Office, x8191, Room C1071
Cathy Bisser, Human Resources, x8267, Room L2788
Gloria Radtke, Academic and Student Affairs, x8151
Karen Kilzer, Financial Aid, x8244, Room C1075
Cyndee Robinson, Human Resources, x8150, Room L2775
Linda Gust, Research Analyst, x8281, Room C2095
Mary Ernst, Fiscal Services Grants Accountant, x8231, Room C1093
Matt Dempsey, Information Technology Services, x8469, Room L2777
Mike Koreen, Building Services, x 8109, Room B1605
Rick Smith, Admissions Office, 8494, Room C1042
Terry Pelzel, Purchasing, x8229, Room 1092
Tom Tollman, Library, x8294, Room L2716

Gather information and data to develop the proposal narrative:

- Find expert quotes or references: Use recent journals, local newspapers, professional association publications or websites. Record sources as for a research paper.
 - Contact Tom in the Library for reference and database assistance
- Develop new partnerships or collaborations or enhance existing ones, if needed: Obtain original letters of support or commitment, documentation of agreements and collaboration, including memorandums of agreement, at least two weeks before the proposal due date.
- Obtain student data on enrollment, retention, completion, transfers, and/or graduate follow-up as required by the program guidelines. Think about what you'll need to know to measure success.
 - Contact Linda in the Research Office for student data
- Demographic or employment data: Visit such websites as U.S. Census, Bureau of Labor Statistics, Minnesota Dept. of Employment and Economic Development, Minnesota Department of Education, ISEEK, cities, and school districts
 - Contact Rick in Admissions for local information

Contact appropriate people to ensure correct procedures are followed and to obtain budget costs and estimates:

- Staffing:
 - Faculty: new hire, release time, stipend, letter of assignment
 - Staff: overtime, new hire, part-time to full-time
 - Contact Cathy or Cyndee in Human Resources
 - Student worker: requires supervision by a supervisor-trained Normandale employee
 - Contact Karen in Financial Aid
 - External contractor
 - Contact Terry in the Business Office

- Office space: permanent, temporary, faculty offices
 - Contact the appropriate Dean or the V.P. for Finance and Operations
- Classroom space: long-term classes
 - Contact Gloria in Academic and Student Affairs
- Furniture
 - Contact Mike in Building Services
- Technology support: phone, computer, internet access, web site support, new software or hardware
 - Contact ITS through the director, Matt
- Equipment and tracking: Determine maintenance and ongoing costs
 - Contact Terry in the Business Office and follow purchasing and inventory procedures
- Budget, indirect costs, space costs
 - Consult with Craig Erickson in the Business Office
- Materials design, publishing or dissemination assistance, external vendor, public relations
 - Contact Geoff in Marketing for assistance or referrals for design, publishing, etc.
 - Contact Rick in Admissions for local school district dissemination
- Matching funds: cash or in-kind
 - Consult with the division dean or your supervisor first, then Craig in the Business Office
- Evaluation: external for federal grants, surveys, internal evaluation, audits for MJSP
 - See Terry in Business Office for contracts for external evaluators
 - Refer to program guidelines for limitations or requirements
- Determine the process for actually obtaining the funds
 - Contact the funder
 - Contact Mary in the Business Office