

Medaille College
Outline of Grants Policies and Procedures

Research and Grants at Medaille College

Medaille College Mission Statement

Mission

The mission of Medaille College is to educate and develop empowered individuals for academic achievement, career success and civic engagement, thereby contributing to a healthy, diverse democracy.

Vision

Medaille College will be known as a leader in providing inspiration and opportunity for students, faculty, staff, alumni and community by supporting academic development, positive personal transformation and a strong sense of civic-mindedness.

Research and Scholarship Statement at Medaille College

Scholarship is an intrinsic element of the academic life of the College. To acknowledge that Scholarly productivity is an essential component of a faculty member's duties is not to diminish the importance of excellent teaching, but rather to ensure that teaching, which lies at the heart of the College's responsibility to its students, is able to impart the intellectual richness that typically characterizes a community of scholars. The specific form and intensity of appropriate scholarly activity within the College shall vary among academic departments and programs due to the inherent differences among the disciplines.

Post-Award Activities

- The Project Director/Principal Investigator on each grant is solely responsible for administering their respective grant. This includes any budget updates, attending trainings required by the grant agency, and most importantly are responsible for all reports that are due to the grant agency and Medaille College. **It is important to note that the Grants Manager is not responsible for drafting reports, but will review and make suggested revisions on drafts.**
- The Grants Manager **may assist** Project Directors/Investigators in the review of reports process, by answering questions, or by finding appropriate additional resources that may be needed when necessary for report completion. However, the Grants Manager **is not responsible** for collecting data or drafting any report needed for the grant agency or the College.
- Each Project Director/Principal Investigator must submit an excel spreadsheet with a list of reporting deadlines for their grant to the Grants Manager. After reviewing the calendar, the Grants Manager will then send a document of check-in dates, and due dates of drafts of grant reports. The Grants Manager and Project Director/Principal Investigator will meet in advance of reporting deadlines to discuss any revisions that need to be made to the reports. The final report that is submitted to the grant agency by the Project Director/Principal Investigator must be submitted to the Grants Manager.

- Each Project Director/Principal Investigator must provide report at the end of each semester of all grant activities to the Grants Manager. This will be provided via the *Grant Institutional Reporting form*. This is separate from the granting agency reports, but can include any important information from such reports. It should include any updates in numbers, events, or other significant information that occurred during the semester. Specific due dates of these reports will be given to the PD/PI by the Grants Manager at the beginning of each semester.
- All reports, whether internal or external (grant agency), must be submitted ON TIME. In the instance, that a report is late, without prior permission of the Grants Manager AND grant agency, a meeting will be held with the Project Director/Investigator, the Grants Manager, the Assistant Vice President of Academic Affairs and the Vice President of Academic Affairs to discuss further actions.
- All Project Directors/Principal Investigator must have access to Web Finance and meet with the College Controller to discuss financial needs and expenditures of the grant.
- The Grants Manager should be informed of any travel that is required for the grant.
- The Grants Manager should be informed whether the Project Director/Principal Investigator (and any other faculty/staff on the grant) will be receiving any stipend or course release for the grant work.
- Any problem or issue that a Project Director/Principal Investigator is having with their grant should be reported to the Grants Manager as soon as possible so that solutions can be found cooperatively. It is important to note that the Grants Manager is the first point of contact when any problems or issues arise that involve the College. The Grants Manager will contact the Assistant Vice President and Vice President of Academic Affairs if needed.
- Important Persons to Contact:
 - **Dr. Nicole M. Jowsey – Grants Manager**
Nmj49@medaille.edu
(716) 880-2125
 - **Michelle Bogdan – Assistant Vice President of Academic Affairs**
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(716) 880-2135
 - **Dr. Jeffery Faunce - Associate Dean of Teaching, Scholarship, and Learning**
Jaf69@medaille.edu
(716) 880-2813
 - **Debbie Strychalski – Controller**
dstrychalski@medaille.edu
(716) 880-2272
 - **Rob McDow – Vice President for Business and Finance**
Robert.S.McDow@medaille.edu
(716) 880-2288
 - **Dr. Lori V. Quigley – Vice President of Academic Affairs**
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