Grants at Hamline has been renamed the Sponsored Programs Office (SPO). This new name comes along with several exciting new support practices and initiatives. The Sponsored Programs Office will strategically support increased awareness, activity, and grant proposal preparation which enhances educational excellence and research. The office will provide support and leadership through the lifespan of a project beginning with opportunity exploration, grant writing assistance and budgeting, through financial and other compliance to project close out.

How can we help?

We can...

- Provide information about internal and external grant opportunities.
- Help you develop your project.
- Provide access to grant development workshops and publications.
- Explore your research and project interests.
- Guide you through the Hamline internal sponsored program approval process and grant submis-
- In some cases, contract with grant writers or editors to assist in your project proposal.
- Help you develop your grant budget and budget rationale.
- Help you manage your award and compliance requirements through support in completing paperwork, reconciling and tracking your budget, reporting, hiring students and staff, etc.

Please contact us if you have a need not listed here.

Funding for Grant Development Workshops

“I have a concept of what I would like to do. Now what?” If you have thought of seeking outside funding for your research or project but don’t know where to start, a grant proposal writing workshop may be the right fit for you. There are many excellent local opportunities for participation in basic grant development courses or course specifically designed for navigating the extensive requirements for federally-sponsored programs.

The Sponsored Programs Offices has set aside funds for the grant-related faculty and staff development.

While these funds are available to all, priority will be given to previously unfunded individuals and student-focused proposals.

Contact Jeannine Kessler at kessler02@hamline.edu

Upcoming Training and Workshops

Advanced Grant Writing: Taking your Grantsmanship to the Next Level
Minnesota Council of Non-profits, St Paul
12/6/12 1:00 - 4:30

NIH Grant Development Webinar
Grant Training Center, online
12/6/12 2:00 - 4:00

Storytelling for Good: Crafting Messages that Raise More Money
Minnesota Council of Non-profits, St Cloud
1/30/13 1:30 - 4:00

Proposal Writing: The Comprehensive Course
Self-paced e-learning
Engagement Taskforce

Along with its new name the Sponsored Programs Office is refocusing efforts to secure outside funding for faculty and student research and programming, as well as other student-related opportunities.

The Provost has invited a small group of faculty and staff to serve on a short-term taskforce this winter charged with exploring avenues for increased faculty and staff interest in and knowledge of sponsored program opportunities. The taskforce will also review current support tools, policies, and clarifying processes used in pre- and post-award administration for effective use in internal support sponsored program activities.

This group will provide a report of observations, concerns, and recommendations. The Sponsored Programs staff will use this information to continuous improvement process. The report has a planned deadline of February 1, 2013.

Taskforce members are: Alice Dahl, Kim Johnson, Jeannine Kessler, Patti Klein, Rob Routhieaux.

PI Spotlight by Dr Kim Johnson

I have a passion for teaching adults and for working with teachers of adult learners. I’ve taught English language in adult community education classes in Berlin, Germany, in U.S. university English language programs, and in Minnesota community-based adult education. My expanding interest in teacher education and professional development eventually led to the completion of an MA in Teaching English as a Second Language and a PhD in Curriculum & Instruction at the University of Minnesota; my dissertation research focused on professional development for post-secondary faculty working with English language learners and students of color.

I distinctly remember a moment as a PhD student when my advisor told me that I was more likely to find a job in teacher education if I focused on K-12 teaching; she cautioned that, although there was great need for the work I wanted to do, there weren’t a lot of positions for people who wanted to teach teachers of adult learners. The Hamline School of Education has given me that chance with ATLAS, the Adult Basic Education (ABE) Teaching and Learning Advancement System. Originally co-written with colleague Betsy Parrish for a competitive grant of $370,000.00 from the MN Department of Education, ATLAS is now in its 6th year with state and federal funding of over $600,000.00. MN ABE served nearly 75,000 adult learners in 2011-2012; these students are typically adult immigrants who need English or native born adults whose skills in reading, writing or math are below the 12th grade level. Although ABE is part of the Department of Education, con’t on page 3

Award Snapshot

Recent Awards

Discovery and Characterization of Epialleles in Maize
Irina Makarevich
NSF (UofM)

Asian Traditional Music Concert Series
Miriam Gerberg
Mn State Arts Board

The History of Environmental Education
Tracy Fredin
Mn Historical Society

Preparing Students for STEM Careers
Jodi Goldberg
Howard Hughes Medical Institute

Midwest Migrant Resource Consortium
Kathleen Bibus
MN Dept of Ed.

Using DNA Technology to Identify the Missing
Susan Myster
Bureau of Criminal Apprehension
Funding Opportunities Assistance

Looking for funding? There are thousands of opportunities available. At Hamline you have access to several funding search databases. There are free sites for government and state grants. HU also has access to Foundation Center and Pivot-COS for seeking information on potential funders and looks for opportunities. You can search any of these sites on your own or contact the Sponsored Program Office for assistance. The SPO has put together a form to help us understand your interests and needs.

PI Spotlight continued from page 2

the system is different. For example, ABE teachers are not required to have ABE licenses and about 1/3 have licenses in elementary education. Thus, the need for education on effective teaching of adult learners remains critical — whether someone is teaching adult immigrants in a community program, Minnesota-born English speakers in a correctional facility, or dislocated workers who never completed high school and are in desperate need of new skills. This is where ATLAS fills a critical niche.

Most colleges of teacher education in Minnesota pay little attention to ABE and adult ESL teachers, but Hamline is a notable exception. Now in our sixth year, we at ATLAS coordinate research projects, such as our reports on teacher needs and challenges. But primarily, ATLAS designs and delivers professional development on the topics most needed by practitioners, such as the Study Circle for Low-literacy Adult ESL for teachers of emergent readers; the annual Adult ESL Institute for ESL professionals; the Minnesota Numeracy Initiative for teachers of math; or the StStudent Achievement in Reading (STAR) project for teachers of learners reading at 4th - 8th grade levels. Through ATLAS, Hamline expertise travels out to teachers in every corner of the state.

The experience of working with ATLAS has been remarkable. In addition to providing an opportunity to do the work that I love, I’ve discovered skills and strengths in visioning and project management and the satisfaction that comes with seeing projects through from an idea to completion. I’ve also realized the value of working with a strong team of competent colleagues, and the difference that a solid institutional infrastructure and support system can make in our success. Working with a grant project like ATLAS has its stresses and challenges, of course, but also requires us to stay sharp, to thoughtfully integrate evaluation into our work, and to use data to drive all that we do. I am proud of all that we have accomplished at ATLAS and look forward to continued growth and success in the Hamline School of Education.
Note from the Provost

Hamline's new Sponsored Programs Office is intended to provide a single resource for faculty and staff submitting grant and contract applications. The Office will provide soup-to-nuts service. Beginning with a library of possible funding sources, the Office will provide grant writing help, including stipends for grant writers with field-specific expertise; assist you in developing budgets; and provide compliance and closeout guidance as the work progresses. Please contact Jeannine Kessler with your ideas for outside funding. Happy Hunting!
Eric Jensen

Things to Know about Grant Compliance

The first thing to say about compliance is each award may be different, have additional or special compliance rules. It is important to understand all of the specific requirements related to your project and grantor prior to submission.

Some general compliance guidelines include:

**Internal Approval**
All contracts and grants proposals for program funding or research must obtain internal approval before they are submitted to the agency for consideration.

**Narrative Reporting** generally explains the work accomplished during the previous period or over the course of the entire grant. Each funder has its own requirements regarding format.

**Employee Effort Certification Report** is a report of actual effort (work time) applied to specific tasks or programs during an academic term. It is Hamline’s policy for every individual engaging in grant-related activity to complete this form. By signing this report you are attesting to the accuracy of the time you personally spent and all information provided. This form is available on the Finance web page.

http://www.hamline.edu/offices/finance/

**Federal Awards**
All federally funded awards, including sub-awards through another institution or pass-through awards from the state where federal fund are used, must comply with the rules outlined in the Office of Management and Budget circulars and supplements A-133, A-110 and A-21. Circulars may be viewed at http://www.whitehouse.gov/omb/circulars_default

**Financial Reporting** will be completed with the help of the Finance Office. It is the responsibility of the PI to ensure funds are spent in a timely and appropriate manner in accordance to the approved budget.

**Separation of Duties**
No one person has complete control over all aspects of a financial transaction. Ideally, no single individual should be able to:

- Authorize the transaction
- Account for the transaction
- Have custody of the asset relating to the transaction

"We built this Budget around the idea that our country always does best when everyone is given a fair shot, everyone does their fair share, and everyone plays by the same rules.”

President Barack Obama