

Office of Sponsored Programs Administration and Research Compliance (SPARC)

Grant Development, Submission & Post Award Accounting

SPARC is responsible for the effective and timely handling of all grant proposals, as well as preparing, interpreting, negotiating, and accepting awards/agreements on behalf of the University for projects funded by federal and state agencies, foundations, and other public and private sources.

SPARC provides Drake University faculty and staff with the services and resources they need to successfully obtain and manage funding for their research, scholarly, and service endeavors. SPARC is responsible for protecting the interests of the University by ensuring compliance with sponsor rules and regulations while offering specific assistance to faculty and staff across the three stages of the funding process.

The Grant Process

Find: SPA will assist in your search for appropriate funding sources and will keep you informed of recent developments in the funding environment.

Apply: SPA will assist with budget preparation; review and edit grant narrative; assist investigators with the internal sign-off process; negotiate awards; provide training and support to investigators; and submit proposals to external sponsors.

Manage: SPA will review award documents for award requirements and deadlines; monitor expenses to be charged to the grant ensuring compliance with sponsor and Drake requirements; monitor grant balances and provide updates/projections; manage effort reporting and cost sharing; assist with budget modifications and grant period time extensions; manage sub awards with collaborators involved with a project (where the prime grant is awarded to Drake); prepare and submit financial reports to funding agencies; and manage the close-out process as a grant funded project comes to an end.

NOTE: *All grant proposals and research contracts must be approved and processed by the staff in the SPARC office. All proposals must be provided to SPARC staff at least five business days prior to the submission deadline. It is strongly recommended that SPARC staff be notified early in the proposal development process.*

Contact

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