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Doane Finance & Administration Updates - October 2020

1 message

Office of Finance & Administration <financialaffairsoffice@doane.edu>
Bcc: alldoaneemployees@doane.edu

Mon, Oct 12, 2020 at 10:15 AM



Finance & Administration News & Updates

The Office of Finance and Administration would like to inform Doane of the following updates.

Externally Funded Projects at Doane University

Doane's current portfolio of sponsored programs includes \$9.75M (24 projects) in awards from federal agencies, small federal and foundation grants, and major donor contributions. Projects range from large multi-million dollar federal grants that span years and support university-wide efforts to small, short-term projects that impact select staff and students.

The Doane sponsored programs staff is here to help faculty, staff, and students identify and secure external funding for approved projects and programs. Faculty, staff, and students are not authorized to submit proposals on behalf of the institution and must follow institutional procedures for preparing and submitting grants, however large or small.

Please reach out to Sarah Zulkoski, the Director of Grants and Foundations Relations, to discuss potential projects, regardless if a funding mechanism has been determined. Please also contact Sarah if another institution would

like to involve Doane faculty, staff, or students in their project. Sponsored program staff will assist with project and proposal development, including the preparation of project budgets, and will ensure proposal submissions follow all university, federal, and funding agency guidelines.

Doane sponsored programs staff: These individuals provide pre-award and post-award services and compliance and regulatory oversight. They support the pursuit and management of sponsored projects on all Doane campuses.

Sarah Zulkoski, Director of Grants and Foundations Relations (pre-award)
Jason Cottam, Director of Budget and Post-Award Research Administration
Heidi Wohl, Assistant Accountant (post-award)

A Reminder about the In-Touch Hotline

In Touch is an external tip line for employees (and students) to make anonymous reports or inquiries about concerns.

- Any Doane University employee can call or email In Touch. This service is provided by a confidential and external, third party provider.
- If you choose not to identify yourself, your message can remain anonymous. No one at Doane will ever be provided that information.
- A written summary of your call is sent to Doane University for distribution to the person(s) responsible for the content of the question or comment.
- Summaries of calls received are reported to Doane University administrative staff on a regular basis to ensure adequate follow up.
- You will receive a timely response. If your concern was placed anonymously, you will be able to log in and see your response.

We always prefer that you address any questions, concerns, or issues directly with your manager or Human Resources. However, if you're not comfortable doing so, or you are not satisfied with the response you've received, then you should consider using In Touch. In Touch is not intended to replace existing compliance policies, established grievance procedures, or safety or emergency protocols (always call 911 for emergencies).

Contact information for Doane's helpline:

1-833-32-DOANE

(1-833-323-6263)

TellDoane@GetInTouch.com

www.InTouchWebsite.com/TellDoane

Doane University —Office of Finance & Administration

Julie Schmidt, CPA, Vice President of Finance & Administration

Joshua Johnson, Executive Assistant for Financial Affairs & Human Resources

<https://www.doane.edu/offices/finance-administration>

www.InTouchWebsite.com/TellDoane



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