

*Building Resources for Student Success*

## CORE SERVICES MENU For Faculty and Staff



### INITIAL SERVICES

- Research grants and identify proposal opportunities.
- Coordinate the grant process.
- Assist in project concept development.
- Obtain internal approvals to pursue funding.



### PRE-AWARD SERVICES

- Gather data to support the need for the project.
- Assist in writing the proposal.
- Review and provide feedback on proposed project.
- Serve as liaison for letters of support.
- Work with principal investigator on proposed budget.
- Refine proposal, assemble attachments and submit proposal.



### POST-AWARD SERVICES

- Facilitate approval of grant contracts.
- Lead kickoff meeting.
- Advise on negotiations with funding agencies.
- Submit periodic and final performance reports to funding agencies.



### OTHER SERVICES

- Consult on grant compliance.
- Coordinate site visits from funding agencies.
- Serve as contact for letters of commitment.
- Provide training and technical assistance for grant writing, implementation and compliance.

**Contact:** Kelly Meola,  
Director of Institutional Grants and Federal Liaison  
Phone: 973-328-5064 Email: [kmeola@ccm.edu](mailto:kmeola@ccm.edu)