STEM TRAIL CENTER Project Support Timeline

STEP 1:

Preproject:

- Meet with STC staff at or before the submission of the grant/contract/project as an informational Q&A meeting; Share STC procedures & protocols.
- If you need pre-award support, please inquire: **unostemtrailcenter@unomaha.edu** by submitting your logic model, timeline, and list of project team members.

STEP 2:

Await response on funding/award (~1-6 months) and build/design project.

STEP 3:

Upon receipt of award negotiation request, award letter received, and/or formal initiation of a new project, PI should notify **unostemtrailcenter@unomaha.edu** of progress to initiate next meeting.

STEP 4:

Staff assistant will schedule formal kick-off meeting with the PI/research team.

STEP 5:

PI/Team will meet with STC as a formal kick-off meeting. **The STC Support Agreement** Form will be shared and a timeline can be generated.

STEP 6:

Specific support from the STC for your award comes in the following "bucket" categories. Some items are "add ons" (such as specific staff time working in a project, as opposed to working on a project). Click the links to learn more and indicate your needs for your project.

Personnel Requests

Do you need a STEM Student worker? **Click Here!**

Ordering Requests

Need to submit an order request? **Click Here!**

Please note: Orders should be submitted as soon as possible.

Marketing Requests

Do you need a flyer or other promotion material? Would you like us to share your event through our channels? **Click here!**

Recruitment Requests

Do you need help finding participants? **Click here!**

Budget Support Requests

The STC protocol is that we share budget updates from SAP every 6 months. If grant is in its last year, we share budget updates quarterly.

Logistics Requests

The STC is unable to provide individualized project management, coordination, or logistics help without having dedicated staff time in the project budget.

(If you are seeking logistics help from the STC, please include a minimum of a 0.25FTE position in your budget. If you do not have such logistical personnel included in your budget, please **complete this form** *to request a waiver.)*

STEP 7: Post project debrief and feedback gathering

Click for the STEM TRAIL Center website