# Grants Management Responsibility Chart

**Grant Intake Coordinators**  
Christopher Duerr,  
Staci Green  
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Guy Serrapere

- Receives all documents from the front desk, pulls files, distributes files and creates I#  
- Proposal processing for Heinz and Pittsburgh Foundation under $50,000  
- Close-outs (Final Invention Statement, and Relinquishing Statements)  
- Processing Memorandums of Understanding (MOUs)  
- Award Data entry  
- Provides back-up coverage for each other  

**Grant Analysts**  
Morgan Donaldson &  
Brittany Croker

- NIH proposal processing K, R03 and R21 and proposals where UPITT will be a sub under these mechanisms  
- All NSF proposals and other NSF Actions  
- Proposal processing for Heinz & Pittsburgh Foundations over $50,000  
- No Cost Extensions not requiring an amendment  
- IPA Actions & IPA Activations  
- Provides back-up and coverage for each other

**Subaward Officers**  
Tiffany McGinnis,  
Carol Chatman, Tirzah Griffin

- Responsible for review and approval of outgoing Subawards  
- Preparation of outgoing Subawards  
- Responsible for ORSUBCSA email inbox  
- Execution and Data Entry for all Subawards  
- Responsible for subrecipient monitoring activities including risk-assessment, FFATA reporting, and follow-up activities  
- Review & negotiation of outgoing Subawards  
- Provides back-up and coverage for each other

**Grants & Contracts Officers**  
Brian Balich, Stacey Barron, Kathy Carr,  
Gina Didiano, Celeste Flaherty-Thomas, Laurie Mejia, Rebecca Pfeifer

- All other proposal processing not covered above including but not limited to: NIH: R01, F, K/R00, T, P, U, SBIR/STTR; other Federal and Foundation proposals; proposals where UPITT is a Subaward under these mechanisms; Proposal Development submissions and Transfers of Grantee Institution  
- Just-in-Time submissions  
- Sponsor related correspondence (i.e., request letters, additional information, etc.)  
- Progress Reports  
- Review and Negotiate all incoming awarded projects  
- EAR/UPAS approvals  
- Processing of Add-ons  
- Provides back up and coverage for each other

**Assistant Director & Subaward Team Supervisor**  
Alice Lawson