Grants Management Responsibility Chart

Grant Intake Coordinators
Christopher Duerr, Staci Green
Guy Serrapere

- Receives all documents from the front desk, pulls files, distributes files and creates #
- 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
- Monitors and processes all incoming electronic correspondence for the Central Email (Offres)

Grant Coordinators
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 Coordinators
Tiffany McGinnis, Carol Chatman, Tirzah Griffin

- Responsible for review and approval of outgoing Subawards and CSAs
- Preparation of outgoing Subawards and CSAs
- Responsible for ORSUBCSA email inbox
- Execution and Data Entry for all Subawards & CSAs
- Responsible for subrecipient monitoring activities including risk-assessment, FFATA reporting, and follow-up activities
- Review & negotiation of outgoing Subawards & CSAs
- 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
Alice Lawson