Grants Management Responsibility Chart

**Grant Intake Coordinators**
Staci Green

- Award data entry
- Receives all documents from the front desk, pulls files, distributes files and creates I#.

Guy Serrapere

- Monitors and processes all incoming electronic correspondence for the Central Email (Offres).

**Grant Analysts**
Morgan Donaldson & Brian Loughlin

- 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.
- No Cost Extensions not requiring an amendment.
- IPA Actions & IPA Activations.
- MOU’s.
- Final Invention Statements and Relinquishing Statements.
- Provides back-up and coverage for each other.

**Subaward Officers**
Tiffany McGinnis, Carol Chatman,
Subaward Coordinators
Tirzah Griffin & Chris Duerr

- 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, Brittany Croker, 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