Federal Contracts Responsibility Chart

**Federal Contracts Senior Coordinator**
D.J. Swank

- Receives all documents from the front desk, pulls files, distributes files, performs compliance checks, and creates internal documents and records/data entry
- Monitors orfedcon@pitt.edu email
- Completes Representations and Certifications
- Processes and reviews Award Modifications related to Sponsor Prior Approvals (COAs)
- Reviews incoming documents and drafts COAs, Subrecipient Agreements and related items (except initial/complex award and FAR flow-down), and Subrecipient Prior Approvals (UAAs)
- Processes Performance Reporting (CPARS) and Closeouts

**Federal Contracts Officers**
Heather Bragg, Zack Byrnes, Heide Eash, Shannon Hukriede, and Abbey McSwigan

- Negotiates with Sponsors or Subrecipients
- Processes, reviews, and/or negotiates Non-financial Agreements related to Federal Contracts, Awards and Proposals (including Midstream), Pre-Award Revisions, and Award Modifications (except those related to COAs)
- Reviews or drafts initial/complex Subrecipient Agreements and/or FAR clauses
- Reviews and signs COAs and UAAs
- Provides back-up and coverage for Senior Coordinator

**Associate Director for Federal Contracts**
Heide Eash

- Oversees FC team, including training, work flow, and other administrative matters
- Performs conferrals from GM and CC Team
- Acts as liason between other central offices
- Endorses all FC team items as authorized signatory

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