

Grants Management Responsibility Chart

Grants Intake Coordinator
Guy Serrapere

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

Grants Analyst
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

Subaward Officers
Tiffany McGinnis & Carol Chatman
Subaward Analysts
Caroline Magoc & Gina Pucci

- Responsible for review and approval of outgoing Subawards
- Preparation of outgoing Subawards
- Responsible for PittSubawards email inbox
- Execution and data entry for all Subawards
- Responsible for subrecipient monitoring activities including risk-assessment, FFATA reporting, and follow-up activities
- Review and 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

Assistant Director & Subaward Team
Supervisor
Alice Lawson

- 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; 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
- Prior approval requests
- Processing of add-ons
- Provides back up and coverage for each other