

Grants Management Responsibility Chart

Grants Intake Coordinator
Guy Serrapere

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

Administrative Coordinators
Tina Magness
Natalie Mumich

- Federal award review, routing, and activation
- Federal award revision (amendment) review, routing, and activation
- Advance Account setup

Grants Analysts
Brian Loughlin
Shannon Kelsh

- Proposals: K, R03, and R21 (NIH), NSF, Heinz and Pittsburgh Foundation
- Just-In-Time requests
- RPPRs (Continuations and Final)
- All NSF actions
- No Cost Extension requests and amendments
- VA IPAs and MOUs
- Final Invention Statements and Relinquishing Statements
- Simple amendments (funding or date changes)

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

- Drafting, negotiation, and approval of outgoing Subawards and amendments
- Monitor PittSubawards email inbox
- Data entry for all Subawards
- Subrecipient monitoring activities (risk assessment, FFATA reporting, and follow-up activities)

Grants & Contracts Officers
Brian Balich, Stacey Barron, Kathy Carr,
Gina Didiano, Celeste Flaherty-Thomas,
Brittany Croker, Rebecca Pfeifer

Assistant Director & Admin Team Supervisor
Alice Lawson

- All other proposal processing not covered above including: NIH: R01, F, K/R00, T, P, U, SBIR/STTR; other Federal and Foundation proposals; proposals where UPITT is a Subaward under these mechanisms;
- Sponsor-related correspondence (i.e., request letters, additional information, etc.)
- Incoming award review and negotiation
- Complex amendments (term and condition changes)
- Prior approval requests