<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Grants Intake Coordinator</td>
<td>Monitors and processes all incoming electronic correspondence for the Central Email</td>
</tr>
<tr>
<td>Guy Serrapere</td>
<td>(Offres)</td>
</tr>
<tr>
<td>Administrative Coordinators</td>
<td>Federal award review, routing, and activation</td>
</tr>
<tr>
<td>Tina Magness, Natalie Mumich</td>
<td>Federal award revision (amendment) review, routing, and activation</td>
</tr>
<tr>
<td>Grants Analysts</td>
<td>Proposals: K, R03, and R21 (NIH), NSF, Heinz and Pittsburgh Foundation</td>
</tr>
<tr>
<td>Brian Loughlin, Shannon Kelsh</td>
<td>Just-In-Time requests</td>
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<td></td>
<td>RPPRs (Continuations and Final)</td>
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<td></td>
<td>All NSF actions</td>
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<td></td>
<td>No Cost Extension requests and amendments</td>
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<td>VA IPAs and MOUs</td>
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<td></td>
<td>Final Invention Statements and Relinquishing Statements</td>
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<td></td>
<td>Simple amendments (funding or date changes)</td>
</tr>
<tr>
<td>Subaward Officers</td>
<td>Drafting, negotiation, and approval of outgoing Subawards and amendments</td>
</tr>
<tr>
<td>Tiffany McGinnis, Carol Chatman</td>
<td>Monitor PittSubawards email inbox</td>
</tr>
<tr>
<td>Subaward Analysts</td>
<td>Data entry for all Subawards</td>
</tr>
<tr>
<td>Caroline Magoc, Gina Pucci</td>
<td>Subrecipient monitoring activities (risk assessment, FFATA reporting, and follow-</td>
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<td>up activities</td>
</tr>
<tr>
<td>Grants &amp; Contracts Officers</td>
<td>All other proposal processing not covered above including: NIH: R01, F, K/R00, T,</td>
</tr>
<tr>
<td>Brian Balich, Stacey Barron,</td>
<td>P, U, SBIR/STTR; other Federal and Foundation proposals; proposals where UPITT is</td>
</tr>
<tr>
<td>Kathy Carr, Gina Didiano,</td>
<td>a Subaward under these mechanisms;</td>
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<tr>
<td>Celeste Flaherty-Thomas,</td>
<td>Sponsor-related correspondence (i.e., request letters, additional information,</td>
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<tr>
<td>Brittany Croker, Rebecca</td>
<td>etc.)</td>
</tr>
<tr>
<td>Pfeifer</td>
<td>Incoming award review and negotiation</td>
</tr>
<tr>
<td>Assistant Director &amp; Admin</td>
<td>Complex amendments (term and condition changes)</td>
</tr>
<tr>
<td>Team Supervisor Alice Lawson</td>
<td>Prior approval requests</td>
</tr>
</tbody>
</table>