

# Grants Management Responsibility Chart

## Grants Intake Coordinator Guy Serrapere

- Monitors and processes all incoming electronic correspondence for the Central Email (OSP@pitt.edu)

## Administrative Coordinators Carolyn Baker, Matt Cook, Gretchen Madonia

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

## Grants Analysts Chris Kovalcik Jackie Lamars Gina Pucci

- Proposals: K, R03, and R21 (NIH), NSF, Heinz and Pittsburgh Foundation
- Just-In-Time requests
- Progress Reports, FIS, and Relinquishing Statements under prime NIH funding,
- No Cost Extension requests
- VA IPAs and MOUs
- Simple amendments (funding or date changes only)

## Subaward Officers Tiffany McGinnis & Carol Chatman-Kern Subaward Analysts Tina Magness & Jessie Smith

- 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 Stacey Barron, Kathy Carr, Gina Didiano, Shannon Kelsh, Rebecca Pfeifer

### Assistant Director & Admin Team Supervisor Celeste Flaherty-Thomas

- 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.)
- Complex amendments (term and condition changes)
- Prior approval requests

## Contracts Officers Brittany Croker Caroline Magoc

- Complex, non-federal incoming award review and negotiation
- Sponsor-related correspondence for awards
- Complex amendments (term and condition changes)