

# 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 Rachel Sterling, Olivia Boop, TBD

- NIH, NSF, HRSA, CDC, ACL, SAMHSA award review, routing, and activation
- NIH, NSF, HRSA, CDC, ACL, SAMHSA revision (amendment) review, routing, and activation
- Advance Account setup

## Grants Analysts Gretchen Badaczewski, Julia Conti, Gretchen Madonia

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

## Subaward Officers Tiffany McGinnis & Carol Chatman-Kern Subaward Analysts Tina Crookston & 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, Gina Pucci, Audrey Biega 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) in consultation with Contracts Officers, as needed
- Prior approval requests

## Contracts Officers Brooke Paul, Destiny Howell, Aimee Kaplan

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