

Federal Contracts Responsibility Chart

Federal Contracts Senior Coordinator

TBD

- Receives all documents (including via orfedcon@pitt.edu), pulls files, distributes files, performs compliance checks, and creates internal documents and records/data entry
- Completes Representations and Certifications
- Processes and reviews Award Modifications related to Sponsor Prior Approvals (COAs)
- Reviews incoming documents and drafts COAs, Subrecipient Agreements and related items (except terms and condition/FAR clause flow-down), and Subrecipient Prior Approvals (UAAs)
- Processes Performance Reporting (CPARS) and Closeouts

Federal Contracts Officers

Kasey Betush, Zack Byrnes,
Heide Eash, Abbey
McSwigan, and DJ Swank

- Negotiates with Sponsors or Subrecipients
- Processes, reviews, and/or negotiates Non-financial Agreements related to Federal Contracts, Awards and Proposals (including Midstream), Pre-Award Revisions, and Award Modifications (except those related to COAs)
- Reviews Subrecipient Agreements and related items, adds terms and condition/FAR clause flow-down
- Reviews and signs COAs and UAAs
- Provides back-up and coverage for Senior Coordinator

Associate Director for Federal Contracts

Heide Eash

- Oversees FC team, including training, work flow, and other administrative matters
- Performs conferrals from GM and CC Team
- Acts as liason between other central offices
- Endorses all FC team items as authorized signatory