

# **Who is my Research Admin Team?**

...And what do they do?

# College Research Office Leadership



**Lex Kemper**

Associate Dean for  
Research



**Betty Morgan**

Interim Director of  
Research  
Administration



**Joanna Jones**

Assistant Director of Pre  
Award Administration



**Rob McAllister**

Interim Assistant Director  
of Post Award  
Administration



**Ann Zhang**

Assistant Director of  
Research Development

# College Research Office Roles Serving Pre & Post Award



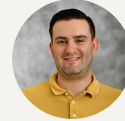
**Catherine Reeve**

Administrative Assistant



**Jennifer Williams**

Effort Coordinator and  
Compliance Specialist



**Connor Dorsch**

Systems and Project  
Coordinator

# Pre-Award Team

## Responsibilities

- Assist in preparing proposal budgets\*
- Create and submit PINS\*
- Inform PI of documents required by sponsor for submission
- Review all proposal documents against sponsor requirements\*
- Coordinate with Subcontractor entities\*
- Facilitate with other colleges on cross college proposal submissions\*
- Upload document to sponsor portals
- Submit final proposals to the sponsor
- Coordinate with SPARCS on proposals to be submitted by SPARCS

\*Please see our [Proposal Timeline Policy](#) to ensure you meet the requirements for these services



Joanna Jones



Ann Zhang



Morgan Hubach



Nancy Rundhammer



Cynthia Taylor

# Pre-Award Quick Guide

- All communication with Pre-Award should go to [cos\\_preaward@ncsu.edu](mailto:cos_preaward@ncsu.edu)
- Proposals are submitted using the [proposal intake form](#) and based on our [Proposal Timeline Policy](#) are assigned out according to the workload of the Pre-Award Officers
- Once your proposal is assigned, a Pre-Award Officer will reach out to you from [cos\\_preaward@ncsu.edu](mailto:cos_preaward@ncsu.edu)
- Our preaward officers are not assigned specific departments
- If you have any questions or would like to contact a preaward officer outside of submitting a proposal, you can reach out to [cos\\_preaward@ncsu.edu](mailto:cos_preaward@ncsu.edu) for assistance

# Biological Sciences: Post-Award



Bria Wortham

## Senior Research Accountant (SRA)

- RPPRs and Agency reports
- All transaction approvals
- Monthly Account Reconciliations
- Chartfield Requests
- Project Modification submissions
- Project Closeouts Submissions & Approvals
- Submission of over 90-day form entries
- Assists RA & RT with complex issues



Loi Tran

## Research Accountant (RA)

- **Point of contact for all matters**
- Monthly account reconciliation and Faculty meetings
- Salary redistributions
- Chartfield Requests
- Project Modification submissions
- Project Closeouts



Colleen Gehrman

## Research Accounting Technician (RT)

- All Journals, IDT, Vouchers
- Marketplace entry, review, and approval
- Non-Marketplace purchase orders
- P-card reconciliation
- Travel Authorizations and Travel Reimbursements

# Chemistry: Post-Award



Rob McAllister

## Senior Research Accountant (SRA)

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Otto Nelson

## Research Accountant (RA)

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Brandi Robbins

## Research Accounting Technician (RT)

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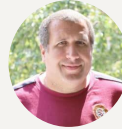
# MEAS: Post-Award



Bria Wortham

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Greg Deleruyelle

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Bobbi Burwell

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# Math: Post-Award



Veronica Morrison

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Adrian Blue

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Brandi Robbins

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# Physics: Post-Award



Rob McAllister

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Amber Dixon

## Research Accountant (RA)

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Colleen Gehrman

## Research Accounting Technician (RT)

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# Statistics: Post-Award



Veronica Morrison

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Casey Greenwell

## Research Accountant (RA)

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Bobbi Burwell

## Research Accounting Technician (RT)

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# Post-Award Quick Guide

- All communication with post award should go to [cos\\_postaward@ncsu.edu](mailto:cos_postaward@ncsu.edu)
- As of July 1, 2024 We are no longer corresponding from personal email addresses
- Your point of contact remains the same. Your designated RA will receive all communication for your project when you email [cos\\_postaward@ncsu.edu](mailto:cos_postaward@ncsu.edu)
- If an item comes to an RA that needs to be completed by an SRA or RT, they will assign it to the appropriate person for completion and keep you informed of the progress.
- Our goal is to take responsibility off of the researchers while giving you visibility.



**Name:** Jennifer Williams

**Responsibilities:**

➤ Fiscal Compliance

- Effort Reporting (TEARS updates & certification)
- Cost Share Reporting for Closeouts
- Non-standard Financial Reports (DOE, others)
- Monthly postaward reports for Asst. Dir. of Post Award
- Internal grant audits as assigned by CRO leadership
- Special grant projects as assigned by CRO leadership

➤ Regulatory Compliance Support

- Overdue Technical Progress Reports (PPRs)
- Expired Financial Conflict of Interest (FCOI) and Responsible Conduct in Research certification (RCR)
- Receipt and upload to RED of Approved Technical Reports

**How do I contact the Compliance Specialist?**

Your initial point of contact remains the same. Your designated RA will receive all communication for your project when you email [cos\\_postaward@ncsu.edu](mailto:cos_postaward@ncsu.edu).

If an item comes to an RA that needs to be completed by the Compliance Specialist, they will assign it to the Compliance Specialist for completion, who will then keep you informed of the progress. In some cases, the item will be automatically assigned to the Compliance Specialist, who will include your RA in the progress. Our goal is to take responsibility off of the researchers while giving you visibility.

# Escalation Quick Guide

## Pre award

### First Escalation:

Joanna Jones

### Second Escalation:

Betty Morgan

## Post Award

### First Escalation:

Rob McAllister

### Second Escalation:

Betty Morgan