Office of Sponsored Programs
Organization Chart

- Assist with funding opportunities
- Establish permissions in PIVOT, Grants.gov, FastLane, NIH eRA Commons and Fedbiz
- Assist with proposal budget development
- Provide proposal boiler-plate information
- Proposal formatting
- Assist/complete federal proposal forms
- Final proposal review/submission
- Initiate COEUS database entries

- Focus for institutional & sponsor audits
- Focus for and provision of all institutional research data
- Manage all research-related compliance issues: NSF RCR; Drug-Free Workforce; NDA/CDA tracking; PHS FCOI; ITAR, IRB, IACUC and IBSC; Small Business Subcontracting Plans; OSP-specific section of Institutional Compliance Matrix; Subcontract Monitoring
- Quality Control on all research-related compliance issues as shown above AND: preaward budget, programmatic, institutional and sponsor compliance issues; postaward billing, A/R, and reporting

- Review and negotiate research contracts
- Negotiate and issue all subcontracts
- Provide expertise to campus in export control issues
- Manage the institutional Export Control Compliance Program
- Serve as back-up for Institutional security officer
- Review and negotiate NDAs, CDAs, PIAs in conjunction with Office of Academic Entrepreneurship

- Account set-up in COEUS and KUALI
- Account management and monitoring
- Required sponsor reporting
- Prepare and submit sponsor bills
- Monitor A/R
- Process “No-cost Extensions” and other award modifications
- Interface with DCAA on monthly invoice submission questions and resolution

PROVOST
Barbara DeHaven
Executive Director

Maria Gutierrez
Administrative Asst.

Chrisa Papaioannou
Director – Preaward Operations and Faculty Support Center

David Schultz
Director – Research Data, Audit and Compliance

Barbara Arnett
Business Data Analyst

Justin Samolewicz
Compliance Specialist

Bamini Mahadeva
Quality Control Specialist

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