Office of Sponsored Projects (OSP)

Roles and Responsibilities*

	Director	**Mary Kate De Marco, mdemarco@uri.edu, 4-2775 or 4-2635**		
	Responsibilities:	Supervise pre and post award staff; URI Authorized Organization Representative (AOR); develop policies and procedures; direct new initiatives; initiate policy changes to comply with sponsor requirements; provide reports as needed to URI community; negotiate awards and contracts; problem solve all OSP functions and provide support to VP RED as needed.		
Pre Award	**Assistant Director Pre Award**	**Franca Cirelli, franca@uri.edu, 4-5891**		
	Responsibilities:	Oversee day to day pre award activity; accept awards; update all reference materials; participate in all new initiatives (e.g., PS upgrade); provide institutional signature; provide back up to Director; provide training to staff and campus; and provide support to OSP as needed.		
	Pre Award College Distribution	**GSO, A&S & PHARM**	**On Leave**	**BUS, CCE, CELS, CPRC, ENG, GRAD, HSS, LIB, NUR, URITC, UNIV, & VP's**
	Pre Award Specialist Contact Information	**Connie McGreavy, cmcgreavy@mail.uri.edu, 4-5452**	**Julia Iacono, juliaiacono@mail.uri.edu, 4-5577**	**Barbara Muhitch, bmuhitch@mail.uri.edu, 4-7883**
	Responsibilities:	Assist in preparation of and approve proposals for submission; develop proposal budgets; issue sub awards and support pre award staff as needed.		
	Pre Award SRGA Contact Information	**Mary Costa, mcosta@uri.edu, 4-5138**		
	Responsibilities:	Log in proposals; Issue Research Action Notice (RAN); enter data in Proposal Tracking System (PTS) database; Requests no cost extension or other approvals requiring agency approval and support pre award staff as needed.		
	Pre Award SRGA Contact Information	**Ellen McVey, emcvey@uri.edu, 4-2824**		
	Responsibilities:	Issue sub award PO; log-in sub award, monitor contract and award negotiation status; send sub award & contractual documents out for signature; obtain AOR signature on documents and support pre award staff as needed.		
Post Award	**Assistant Director Post Award**	**Eileen Campanale, ehayes@gso.uri.edu, 4-6403 (GSO) and 4-5088 (Kingston)**		
	Responsibilities:	Oversee day to day post award activity; accept awards; update all reference materials; participate in all new initiatives (e.g., PS upgrade); provide institutional signature; provide back up to Director; provide training to staff and campus; and provide support to OSP as needed.		
	Post Award College Distribution	**GSO (ENG -- OCE only)**	**CELS & A&S (excluding CPRC)**	**BUS, CCE, CPRC, ENG (not -- OCE)*, GRAD, HSS, LIB, NUR, PHARM, URITC, UNIV, & VP's**
	Post Award Analyst Contact Information	**Andrea Vallette, avallette@gso.uri.edu**	**Annette Hillman, alh@uri.edu, 4-2350**	**Gary Haro, gharo@uri.edu, 4-2331**
	Responsibilities:	Monitor award spending & rebudgets; monitor dean's pledges; execute closing process; monitor sub award spending; provide support to PI with questions on sponsored projects; request approval from sponsor when required; provide support to post award staff as needed.		
	Post Award Accountant Contact Information	**Joanne Schwartzkopf, joanne@gso.uri.edu, 4-6405**	**Zeny Rhyner, zrhyner@uri.edu, 4-2332**	**Nancy Holland, nholland@uri.edu, 4-2333**
		Joe DeMartino, jdemartino@uri.edu, 4-5321		
	Responsibilities:	Review and approve expenses on sponsored projects based on funds available, allowability, allocability and reasonableness as well as individual grant conditions; enter awards in PeopleSoft (PS); support post award staff as needed.		

*Teams in Pre and Post Award are represented by Blue, Green and Red, all others are in grey and are generalists who are not assigned to specific colleges.