Office of Sponsored Projects

Director, Mary Kate De Marco (4-2775)
mdemarco@uri.edu

Develop Policy, contract negotiation, export control policy compliance, supervise personnel, reporting, and support personnel as needed

Assistant Director, Franca Cirelli (4-5891) **franca@uri.edu** Oversee all pre award activity, accept awards, update all pre award reference materials, participate in all new intiatives (e.g., PS upgrade), support pre award personnel as needed, provide back up to other Asst. Director and provide training to staff and campus as needed	**Assistant Director, Eileen Hayes (4-6403)** **ehayes@gso.uri.edu** Oversee all post award activity, update all post award reference materials, participate in all new intiatives (e.g., PS upgrade), support post award personnel as needed, provide back up to other Asst. Director and provide training to staff and campus as needed

	Pre Award		**Post Award**	
Team Members	**Grant & Contract Specialist II**	**SRGA**	**Grant and Contract Analyst**	**Accountant**
Red: A&S, PHARM, HSS, BUS, NUR, GRAD, CCE, UNIV, URITC & LIB (also any outliers like a VP)		**Mary Costa (4-5138)** **mcosta@uri.edu**	**Gary Haro (4-2331)** **gharo@uri.edu**	**Nancy Holland (4-2333)** **nholland@uri.edu**
Blue: GSO	**Julia Iacono (4-5577)** **juliaiacono@ds.uri.edu**	**TBD**	**Andrea Vallette (4-6404)** **avallette@gso.uri.edu**	**Joanne Schwartzkopf (4-6405)** **joanne@gso.uri.edu**
Green: CELS & ENG	**Jill Diehl (4-5452)** **jdiehl@ds.uri.edu**	**Ellen McVey (4-2824)** **emcvey@uri.edu**	**Annette Hillman (4-2350)** **alh@uri.edu**	**Joe DeMartino (4-6406)** **jdemartino@mail.uri.edu**
	▪ Approves Proposals for submission	▪ Log In Proopsals	▪ Approve Expenses	▪ Enter Awards in PeopleSoft & Billing System
	▪ Develop Proposal Budgets	▪ Approve Sub Award PO	▪ Monitor award spending	▪ Maintain PS Data Integrity
	▪ Issue Sub Awards	▪ Log In Awards	▪ Monitor dean's pledges	▪ Work with Analyst to on monitoring activities
	▪ Negotiate Contracts and Awards	▪ Maintains PTS data integrity	▪ Issue closing notices	
		▪ Log in sub awards and send documents out for signature	▪ Monitor deficits	
		▪ Issues close out documents	▪ Troubleshoot award activity with PI and Sponsor	
		▪ Request No Cost Extension	▪ Monitor Personnel Expenses	
			▪ Review Financial Reports	
			▪ Review Billing Documents	