

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

<p style="text-align: center;">Assistant Director, Franca Cirelli (4-5891) franca@uri.edu</p> <p>Oversee all pre award activity, accept awards, update all pre award reference materials, participate in all new initiatives (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</p>	<p style="text-align: center;">Assistant Director, Eileen Hayes (4-6403) ehayes@gso.uri.edu</p> <p>Oversee all post award activity, update all post award reference materials, participate in all new initiatives (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</p>
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	Pre Award		Post Award	
	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
	<ul style="list-style-type: none"> ▪ Approves Proposals for submission ▪ Develop Proposal Budgets 	<ul style="list-style-type: none"> ▪ Log In Proopsals ▪ Approve Sub Award PO 	<ul style="list-style-type: none"> ▪ Approve Expenses ▪ Monitor award spending 	<ul style="list-style-type: none"> ▪ Enter Awards in PeopleSoft & Billing System ▪ Maintain PS Data Integrity
	<ul style="list-style-type: none"> ▪ Issue Sub Awards 	<ul style="list-style-type: none"> ▪ Log In Awards 	<ul style="list-style-type: none"> ▪ Monitor dean's pledges 	<ul style="list-style-type: none"> ▪ Work with Analyst to on monitoring activities
	<ul style="list-style-type: none"> ▪ Negotiate Contracts and Awards 	<ul style="list-style-type: none"> ▪ Maintains PTS data integrity 	<ul style="list-style-type: none"> ▪ Issue closing notices 	
		<ul style="list-style-type: none"> ▪ Log in sub awards and send documents out for signature 	<ul style="list-style-type: none"> ▪ Monitor deficits 	
		<ul style="list-style-type: none"> ▪ Issues close out documents 	<ul style="list-style-type: none"> ▪ Troubleshoot award activity with PI and Sponsor 	
		<ul style="list-style-type: none"> ▪ Request No Cost Extension 	<ul style="list-style-type: none"> ▪ Monitor Personnel Expenses 	
			<ul style="list-style-type: none"> ▪ Review Financial Reports 	
			<ul style="list-style-type: none"> ▪ Review Billing Documents 	