

OSP supports external funding for research, scholarly, and creative pursuits while ensuring the University's financial, contractual, and regulatory exposures are minimized. OSP provides guidance and support to the University's community in its research efforts.

Pre-Award Administration

- Manages the proposal submission process
- Performs detailed compliance reviews to ensure adherence to sponsor proposal guidelines and institutional policies
- Provides guidance and expertise to unit pre-award Research Administrators
- Submits proposals
- Manages and submits Just-in-Time requests
- Prepares and submits budget revisions and other post award modification requests to sponsors

OSP Pre-Award is organized into teams responsible for the proposal management of specific colleges and schools. If you have questions, please contact the Research Administration Manager for your unit:

Red	Blue
CHSS, Carter, COS, Schar, Multidisciplinary Research, Provost Office, Exec., Finance, & Acad. Admin.	CCB, CEC, CEHD, CPH, CVPA
Regis Saxton Research Administration Manager	Andrew Sprecher Research Administration Manager
rsaxton@gmu.edu or 993-2987	aspreche@gmu.edu or 993-2258

Contracts

- Reviews, drafts, and negotiates all incoming and outgoing awards and subawards related to sponsored research activities
- Reviews, negotiates, and executes all contracts with the University which involve sponsored projects
- Ensures that all terms and conditions conform to sponsor, federal, state, and University requirements

Research Reporting, Systems, and Training

- Manages sponsored project related reporting
- Manages and provides support for RAMP
- Provides training for PIs and unit administrators on research administration

OSP Contact Information:

Mike Laskofski

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Director, Pre-Award
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Login to **RAMP Grants** to begin the proposal process: <https://ramp.gmu.edu/>

SPIN (Sponsored Programs Information Network) contains as many as 40,000 grant opportunities from 10,000 global sponsors. You can establish your search parameters and have daily or weekly updates sent to you by email. Click on SPIN here: <http://www.infoedglobal.com>

Visit the **OSP Website** for additional information and useful links related to sponsored awards: <http://osp.gmu.edu/>

Eileen Gallagher

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Amanda Fucci-Bartoszek

Director,
Research Reporting, Systems, & Training
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Contact for individual or customized training

Financial Award Administration

Jenny Huettl, Manager, Financial Award Administration
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Elizabeth Hale, Assistant Manager, Financial Award Administration
ehale2@gmu.edu or 993-2294

- Reviews and sets up new awards and modifications
- Ensures compliance with sponsor agreements and institutional policies
- Coordinates transactions requiring prior sponsor approval, re-budget requests, no-cost extension requests, and communication with sponsors
- Provides guidance and support for post award management of all sponsored funding

OSP Post Award is organized into teams responsible for the award management of specific colleges and schools. If you have questions, please contact the Research Administration Manager for your unit:

CHSS, Carter, CEHD, CVPA, Schar	Nathalia Gonzalez Senior Research Administrator	nmoral@gmu.edu or 993-6359
CEC	Nicole Grant Senior Research Administrator	kgrant21@gmu.edu or 993-1256
COS	Kevin Brooks Senior Research Administrator	kbrooks1@gmu.edu or 993-8927
CEC/COS	Kenny Santos Research Administrator	ksantos6@gmu.edu or 993-1223
ASLS, CPH, CCB, ULife, Exec., Fin, & Acad. Admin.	Joyce Kong Research Administrator	mkong@gmu.edu or 993-1373

Billing and Reporting Team

Shawna Swier, Manager, Billing, & Reporting
sswier@gmu.edu or 993-9309

- Responsible for submitting invoices, financial reports, and closeout documentation in a timely manner
- Note: technical and/or progress reports are submitted directly to the sponsor by the PI

Financial Compliance Team

Karen Flowers, Manager, Financial Compliance
kflower9@gmu.edu or 993-2988

- Responsible for subrecipient monitoring, cost share monitoring, and review and approval of expenditure transactions on sponsored projects
- Responsible for monitoring financial and cost compliance requirements and providing audit support

Angie Railey

Director, Post Award
arailey@gmu.edu or 993-2983