



COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

Office of Research Administration

**Support Services Short Guide
September 2023**

Pre-Award Support

Helpful Information	Service Summary	Contacts
<p><u>Proposal Assistance Request (PAR) Forms</u> should be submitted through the CEHD Intranet 21 business days or more in advance of the sponsor due date.</p> <p>Final Proposal Documents are due to the CEHD Pre-Award Administrators <u>5 business days prior to the sponsor submission due date.</u></p> <p><u>Cost Share Commitments</u> included in proposals must be Approved by the Dean’s Office.</p> <p>An overview of the <u>CEHD Proposal Process</u> and other Pre-Award Resources can be found on the <u>Pre-Award Support</u> page of the CEHD ORA website.</p>	<p>Proposal processing and submission to external agencies and organizations</p> <p>Review and analysis of funding opportunities and solicitations</p> <p>Budget development</p> <p>Current and Pending support</p> <p>Subaward Packages</p> <p>Other Required Documents for successful proposal submission</p> <p>GMU RAMP proposal records & maintenance</p> <p>Facilitation of Award Setups</p> <p>Post-Award Modifications & Amendments that require Sponsor Approval.</p>	<p>Heather Longest, CRA Research Administration Manager hlongest@gmu.edu 703-993-4972</p> <p>Pamela Ivey Senior Research Administrator pivey2@gmu.edu 703-993-2022</p>

Post-Award Support

Helpful Information	Service Summary	Contacts
<p>Employees must be hired in Banner prior to commencing work on projects</p> <p>GRA and Wage workers appointed to NSF Grants must complete the <u>Responsible Conduct of Research Training</u></p> <p>Purchase Orders must be established prior to work being performed by Consultants & Vendors that will provide invoices for \$5,000 or more.</p> <p><u>Mason Finance Gateway (MFG) Delegate</u> roles must be setup in advance and assigned for <u>Travel Authorization & Reimbursement Requests</u></p>	<p>Handles daily Financial and HR transactions, monthly reconciliations and file maintenance</p> <p>Processes requests for travel, purchases and hiring in university systems including but not limited to: Wage & GRA appointments, travel, purchase orders and invoices, p-card transactions, consultant agreements, honorariums, research subject payments, participant support stipends, food & beverage, tuition, fellowships, scholarships, etc.</p> <p>Coordinates requests with Sr. Personnel on CEHD Research Administration team and other central offices such as Purchasing, Travel & HR as needed.</p>	<p>Laura Kim Grants Administrator lkim22@gmu.edu 703-993-3603 ELS, LT, CFCE, APTDIE, EPRM, ELP, SRTM, SOK & SMART Lab, CSE2, DRAC, CIE, MEC, EdPolicyForward Center</p> <p>Tracey Gibbs Grants Administrator tholderw@gmu.edu 703-993-6585 Special Education & disAbility Research Division Kellar Institute</p>

Post-Award Management

Helpful Information	Service Summary	Contacts
<p>Expenditures charged to grants must be allowable, allocable, necessary and reasonable and comply with all applicable rules, regulations, guidance, etc.</p> <p>Reporting Requests from Sponsors should be sent to CEHD ORA asap.</p> <p>Post-Award Resources can be found on the <u>Post-Award Support</u> page of the CEHD ORA website</p>	<p>Reviews & Approves Financial & HR transactions and monthly reconciliations; maintains files</p> <p>Supervises work of Grants Administrators & Specialists</p> <p>Handles Salary Distribution Changes, Summer Salary, HR Uploads & Payroll Certifications</p> <p>Prepares internal budget reports, cost share reports and sponsor required reports including monthly billing</p>	<p>Patty Reed Senior Grants Accountant preed1@gmu.edu 703-993-5653 ELS, LT, CFCE, APTDIE, EPRM, ELP, SRTM, SOK & SMART Lab, CSE2, DRAC, CIE, MEC, EdPolicyForward Center</p> <p>Yali Guo Senior Grants Administrator yguo13@gmu.edu 703-993-6329 Special Education & disAbility Research Division Kellar Institute</p>

ORA MANAGEMENT

Oversight of the sponsored research operations and funding portfolio

Supervision of ORA team; Development of Processes, Procedures and Resources; Management of all CEHD-OSP Operational Agreements & Arrangements

Approves Proposal Packages, Cost Share Commitments, Cost Accounting Exemption Forms, Late Proposal Exception Requests, Funding Change Forms

Prepares figures for annual U.S. News Report, NSF HERD survey, Fiscal Year reports and CEHD presentations.

Assists with Audits, Site Visits, At-Risk Requests & Pre-Award Spending, New Award Meetings, Congressional Requests and resolving issues associated with complex proposals or post-award requests.

Jessica Guzzo, CRA, CPRA, CFRA
Senior Director of Research
Administration
jguzzo@gmu.edu
703-993-2148