

COLLEGE OF EDUCATION & HUMAN DEVELOPMENT RESEARCH SUPPORT SERVICES

February 2022

Website: [Office of Research Administration](#)

<p><u>CEHD OFFICE OF RESEARCH DEVELOPMENT</u> Eamonn Kelly, Associate Dean for Research Jordan Goffena, Graduate Research Assistant</p>	<p><u>CEHD OFFICE OF RESEARCH ADMINISTRATION</u> Jessica Guzzo, Senior Director of Research Administration Heather Longest, Research Administration Manager Pamela Ivey, Senior Research Administrator Patty Reed, Senior Grants Accountant Yali Guo, Senior Grants Administrator Laura Kim, Grants Administrator Tracey Holder-Wallace, Grants Administrator Kim Howe, Division Office & Business Manager</p> <p style="text-align: center;"><u>Team Mission</u></p> <p style="text-align: center;"><i>The CEHD Research Administration Team includes a group of professionals with a common goal of supporting and assisting faculty and staff with externally sponsored projects. From proposal initiation through award administration and closeout, our office is dedicated to offering its expertise and guidance to ensure compliance with federal, state, university and sponsor specific policies, procedures, guidelines and requirements. We go the extra mile to serve the professional, academic, and research needs of faculty, staff, students, and visitors of the college. We do this by providing a timely, accurate work product and quality, responsive services.</i></p>
<p>Provides Assistance with:</p> <ul style="list-style-type: none"> • Identifying Funding Opportunities • Internal Seed Funded Competitions • Development of Proposal Ideas • Finding Experts, Potential Collaborators & Partners • Proposal Narrative External Editing and Review • Data Management Plans • Evaluation Plans • Publications & Press Releases • Institutional Review Board Support • White Papers • CEHD Research Panel Discussions and Workshops 	<p>Provides Assistance with:</p> <ul style="list-style-type: none"> • Pre-Award & Post-Award Support Services from Proposal Initiation to Award Closeout <p style="text-align: center;"><u>HELPFUL REMINDERS</u></p> <ul style="list-style-type: none"> • For proposal submissions please submit your request for proposal assistance 21 business days or more in advance of the sponsor due date • Final Proposal Documents are due to CEHD Senior Research Administrators 5 business days prior to the sponsor submission due date • All Cost Share Commitments included in proposals must be approved by the Dean’s Office • Purchase Orders must be established prior to work being performed by Consultants & Vendors that will provide invoices for \$2,000 or more • GRA and Wage workers appointed to NSF Grants must complete the Responsible Conduct in Research Training

CEHD OFFICE OF RESEARCH ADMINISTRATION ROLES & RESPONSIBILITIES

- **Jessica Guzzo, Senior Director of Research Administration**, jguzzo@gmu.edu , 703-993-2148
Jessica is responsible for the management and oversight of the college's sponsored research operations and funding portfolio. She provides a wide-range of support services with regard to research administration activities within the college including but not limited to the supervision of the research administration team, management of all Pre-Award and Post-Award Operational Arrangements with OSP; assists with resolving issues associated with Complex Proposals and Post-Award Transactions; Approves Funding Change Forms, Cost Share Commitments, Cost Accounting Exemption Forms, and final proposal packages. Prepares CEHD figures and data for annual US World News Report, NSF Annual Research Expenditure Report, Fiscal Year Reports and CEHD presentations. Teaches Research Administration courses, serves on CEHD, OSP and campus wide Committees and Task Forces. Assists with Financial Reporting, Forecasting, Compliance, Carryover, Residual Funds, Closeouts, At Risk Funds and Pre-Award Spending, Post Award Modifications, Subawards, Current & Pending Support, Audits, Site Visits, Summer Salary, GRA contract approvals, and GMU Foundation transfers.

- **Heather Longest, Research Administration Manager**, hlongest@gmu.edu , 703-993-4972
Pamela Ivey, Senior Research Administrator, pivey2@gmu.edu , 703-993-2022
Our Pre-Award Administrators facilitate and coordinate the submission of proposal applications for externally sponsored funding. They work with CEHD PIs to review solicitation requirements and develop budgets in GMU and sponsor required formats that accurately reflect effort and resource commitments of each proposal. Ensures budgeted costs are allowable, appropriate rates are applied, cost share issues are addressed, and all proposal materials are finalized in time to complete internal review process before final submission to sponsor. Provides guidance on project budgets, proposal guidelines and forms, and appropriate internal review procedures. Ensures compliance with applicable sponsor, university, state and federal requirements. Assists with Post Award Management tasks, Compliance, Carryover, Supplemental Funds, COIs, Cost Share, Budget Modifications; No Cost Extensions; Changes in PI, SOW, Effort, subawards and increases/decreases in funding, Audits, Site Visits, Summer Salary, indirect distribution setups, internal proposal workflow requests, post audit reviews and approval of FCF EPAFs.

- **Patty Reed, Senior Grants Accountant**, preed1@gmu.edu , 703-993-5653
Patty reviews, approves, manages and provides oversight for sponsored research funded transactions in the college. Ensures all costs charged to grants are allowable, allocable, and reasonable. Reviews and provides college level approval or feedback for transactions such as EPAFs, Travel Authorizations & Reimbursements, Food & Beverage Requests eVA purchase orders, Consulting Agreements, Stipends & Honorariums, Journal Vouchers, Tuition Workflow Requests, etc. Prepares Funding Change Forms and processes change labor EPAFs in Banner for all future salary distribution changes. Coordinates and processes requests for pooled positions when applicable; summer salary; payroll redistributions and certifications. Performs post audit reviews and initiates JVs to address concerns. Monitors division reconciliations, reconciles grant funded FCFs and maintains PI toolbox access. Assists with maintaining files and databases, responsible conduct in research training, signature card updates, and the development of college wide post award training, policies and procedures.

- **Grants Support Specialists listed on the next pages** assist PIs with handling daily financial and hr transactions; initiate requests for travel, purchases, and hiring; handle the monthly reconciliations, maintain files and backup for each project; coordinate requests with Sr. Personnel on CEHD Research Administration team and other central offices such as Purchasing, Travel and HR as needed. In particular they process hire requests for hourly wage appointments, travel authorizations & reimbursements, purchase orders and invoices for goods and services, consultant agreement paperwork, honorariums, participant support stipends, food & beverage requests, mason money, wire transfers, research subject payments, journal vouchers, tuition workflow requests, international tax payments, p-card purchases, etc.

Grants Support Specialist	CEHD Unit	Current Research Active Faculty
<p style="text-align: center;">Yali Guo yguo13@gmu.edu 703-993-6329</p>	<ul style="list-style-type: none"> • Division of Special Education and disAbilities Research • Kellar Institute 	<p>Pam Baker, Linda Mason, Anya Evmenova, Kelley Regan, Sheri Berkeley, Peggy Weiss, Sarah Nagro, Marci Jerome, Kim Avila, Peggy King-Sears, Rajiv Satsangi, Grace Francis, Kristen O'Brien, Yoo Sun Chung, Fred Brigham</p>
<p style="text-align: center;">Laura Kim kim22@gmu.edu 703-993-3603</p>	<ul style="list-style-type: none"> • ELS Division • CSE2 • LT Division • CDMID • CFCE Division • APTDIE Division • CIE • COMPLETE • MEC • School of Kinesiology • SMART Lab • School of Health and Tourism Management 	<p>Amy Hutchison, Erin Peters-Burton, Dominique Banville, Risto Marttinen, Brenda Bannan, Kevin Clark, Julie Kidd, Leslie LaCroix, Bweikia Stein, Christan Coogle, Bethany Letiecq, Colleen Vesely, Rachel Goodman, Betsy Levine-Brown, Stephanie Dailey, Nada Dabbagh, Jered Borup, Joan Shin, Anne Horak, Nancy Holincheck, Carley Fisher-Maltese, Ellen Rowe, Nicole Beadles, Marjorie Haley, Kathy Ramos, Sujin Kim, Debra Sprague, Betsy DeMulder, Supriya Bailey, April Mattix Foster, Theresa Wills, Bev Shaklee, Jennifer Suh, Courtney Baker, Andrew Gilbert, Shelly Wong, Stephanie Dodman, Erdogan Kaya, Mark Helmsing, Shane Caswell, Amanda Caswell, Nelson Cortes, Jatin Ambegaonkar, Joel Martin, Marci Fyock, Charlie Robison, Oladipo Eddo, Margaret Jones, Brenda Wiggins, Sue Slocum, Maggie Daniels, Candace Lacayo, Bob Baker, Craig Esherick; Min Park, Abena Aidoo, Russ Brayley, Tina Jones, Jackie McDowell, Ellen Rodgers, Laurence Chalip Audra Parker, Jennifer Drake-Patrick, Kristien Zenkov, Allison Parsons, Seth Parsons, Andrew Gilbert - Internal Mason ISE/GreenSTEAM Grant</p>
<p style="text-align: center;">Kim Howe khowe1@gmu.edu 703-993-3679</p>	<ul style="list-style-type: none"> • Educational Psychology & Research Methods Division • Education Leadership & Policy Division • EdPolicyForward Center • Other Specific Awards as Assigned 	<p>Anastasia Kitsantas, Eamonn Kelly, Kim Sheridan, Holly Klee, Spiros Protopsaltis, Earle Reybold, Divya Varier, Michelle Buehl, Angela Miller, Ellie Park, Marvin Powell, Meagan Call-Cummings, Anne Holton, Mark Ginsberg, Anastasia Samaras, Farnoosh Shahrokhi, Seth Hunter, Sam Viano, Matthew Steinberg, David Houston, Roberto Pamas, Alan Sturrock, Regina Biggs</p>