CAS Research Administration Team

https://casbo.unc.edu/research-administration/
CAS RA Team

- Shared services team that coordinates, administers, and consults on both pre- and post-award contract/grant activities within assigned College units
- Contracts and Grants Coordinators
- Free of charge!

Figure courtesy of OSP Rapids Training
• CGC develops draft budget for review
• PI works on technical components
• CGC assembles application package/uploads proposal components

• Full package is peer reviewed by CAS RA team
• Any necessary edits are made (CGC handles budgetary edits and PI/Project Staff handle technical edits)
• CGC sends a copy of the final application package to PIs asking for their review/feedback and is it ok to route to OSP
• Full package is sent to OSP via RAMSeS for final review/approval

• RASR

• CGC to develop submission checklist
• Review internal and external deadlines
• Discuss submission materials, requirements, guidelines, restrictions, etc.

• CGC to schedule proposal meeting via Zoom/Teams

• PI, CGC, or OSP submits proposal to agency

• CGC and PI to complete designated proposal sections for submission

• CGC develops draft budget for review
• PI works on technical components
• CGC assembles application package/uploads proposal components

Proposal Flowchart
Post-Award Flowchart

- Allocate salaries
- Need for POs
- Travel T&E cards
- Subawards
- Pcards
- Schedule quarterly meetings
- RASR/Invoices/Purchases
- Reporting
- Need for prior approvals/award changes
- Projections/Forecasting
- Monthly reconciliations
- Closeout
- Review NoA in detail
- Discuss any scope of work changes
- Budget changes
- Review internal budget

CGC and PI to review Notice of Award, contract, or any other document issued by sponsored to guarantee the funds

PI/Project Staff notifies CGC of NoA or if award will be forthcoming

CGC to schedule award kickoff meeting meeting via Zoom/Teams

CGC, PI, and Accounting throughout award life/closeout

CGC to determine post award tasks to be completed

CGC advises Accounting Services

CGC

Allocate salaries
- Need for POs
- Travel T&E cards
- Subawards
- Pcards
- Schedule quarterly meetings
- RASR/Invoices/Purchases
- Reporting
Research Development

- We also provide research development support which includes:
  - Full Scale Proposal support (project management, collaborating with Contracts and Grants Coordinators)
  - Faculty consultation (finding funding, road-mapping, collaboration building)
  - Proposal optimization
  - Gap Identification
  - One pager/White pages development
  - First time grant orientation

Credit: https://research.unc.edu/research-development/
Holistic Grant Support from CAS RA

RESEARCH DEVELOPMENT
- People- & Idea-focused
- Pre-pre-award
- Strategic, Big-picture
- Resource Development
- Grant Writing & Editing
- Large-scale Proposal Support
- Team Science
- Research & Opportunity Communication

FUNDING SUCCESS

RD

RA

RESEARCH ADMINISTRATION
- Policy-focused
- Pre- & Post-award
- Submission Process
- Application Components
- Budgets & Contracts
- Financial Management
- Streamlining Processes
- Compliance

CREDIT: JILL JIVIDEN
https://marsal.umich.edu/ceder/blog/partnering-research-development-professional-what-you-can-get-and-expect
Meet the CAS Research Administration Team

Andrea Walens, PhD
Director of Research Administration
As the Director of Research Administration in the Dean’s office for the College of Arts and Sciences, Andrea leads a shared services team of research administration and development professionals. When she is not working, she enjoys exploring Durham and other parts of the state with her husband and dog, Sadie.

Rhea Deroian
Contracts and Grants Coordinator
Rhea Deroian has been with UNC CASBO for four years and supports grants for the FAH departments. She has been in the grant world since 2013 and when not helping PIs develop their grants, she is usually found running, traveling, or rescuing a beagle or two.

Ashleigh Jackson
Contracts and Grants Coordinator
Ashleigh previously worked with Lineberger Comprehensive Cancer Center doing pre and post award support, specializing in fellowships and training grants in post-award, and tackling multi-component proposals in pre-award. When not in battle, she enjoys a hermit’s life of gardening, hanging out with her cat, singing while hiking, and getting into mischief.
Meet the CAS Research Administration Team

Tori Royster
Contracts and Grants Coordinator
Tori previously worked in the Renaissance Computing Institute (RENCI) as well as the Office of Sponsored Programs (OSP). With 5 years of Research Administration experience, Tori has knowledge of many pre and post award duties, including fulfilling the role of pre award Lead for RENCI. Tori has managed many multi-million-dollar OTAs, as well as other grants and awards. Outside of work, Tori spends most of her time cooking, exercising, and traveling with her boyfriend, Owen, and her 5-year-old cocker spaniel, Charlie.

Angelica Weaver-Ford
Grants Development Coordinator
As the Grants Development Coordinator for the College of Arts and Sciences Dean’s office, Angelica will provide communication, proposal development, and funding-related support efforts for the university’s research teams. She is a Colorado native and enjoys exploring hidden gems in quaint towns with her family.
Request our services!

- Log on to rasr.unc.edu
- Go to the “College of Arts & Sciences Tab”
- Scroll to Proposal
- For RA support, click “Proposal” for RD support click “Proposal Development” (coming soon!)
Future Initiatives

- Training for grants admin staff in the College in coordination with OSP
- Grants admin resources for faculty in the College in coordination with OSP
- Grants development resources for faculty in the College in coordination with the Office of Research Development (ORD)
- Community via lunch and learns, quarterly meetings, and Teams site
For general inquiries or questions, please email CASResearchAdmin@unc.edu