CAS Research Support Team

https://casbo.unc.edu/research-administration/
Research Administration Team

- Coordinates, administers, and consults on both pre- and post-award contract/grant activities within assigned College units
- Contracts and Grants Coordinators (CGCs)
- Free of charge!

Figure courtesy of OSP Rapids Training
PI notifies CGC of intent to submit proposal via RASR or email

CGC schedules proposal meeting with PI

CGC and PI to complete designated proposal sections for submission

PI, CGC, or OSP submits proposal to agency

- RASR or email
- CGC to develop submission checklist
- Review internal and external deadlines
- Discuss submission materials, requirements, guidelines, restrictions, etc.
- 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
CGC and PI to review Notice of Award, contract, or any other document issued by sponsored to guarantee the funds

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

Review NoA in detail
Discuss any scope of work changes
Budget changes
Review internal budget

CGC to schedule award kickoff meeting with PI

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

CGC works with PI to determine post award tasks to be completed. CGC works directly with Accountant to process actions.

Need for prior approvals/award changes
Projections/Forecasting
Monthly reconciliations and Closeout, with CGC in coordination with local accountant

CGC and PI throughout award life/closeout

CGC works with PI to determine post award tasks to be completed. CGC works directly with Accountant to process actions.

Post-Award Flowchart
Meet the CAS Research Support Team - CGCs

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.

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.
Current CGC Assignments
Reach out if you need support!

Rhea Deroian
rderoian@email.unc.edu
- Fine Arts & Humanities Departments
- Undergraduate Education
- Office of Undergraduate Research

Ashleigh Jackson
akjackso@email.unc.edu
- Select faculty in APS
- Sociology
- Public Policy
- Economics
- Geography

Tori Royster
toriroy@unc.edu
- STOR
- History
- Anthropology
- AAAD
- Area Studies Centers
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

RD

FUNDING SUCCESS

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
Research Development Support

Our new RD support includes:

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

Credit: https://research.unc.edu/research-development/
RD Projects Currently Underway

- CPH/PlayMakers – building collaborations for external grants and contracts
- MEMs – supporting NEH proposals and providing research on proposal strategies
- Anthro – supporting Facilities and Resources and other boilerplate language needs
- BeAM – supporting a search for possible funding opportunities in collaboration with ORD and AHGS post-docs
- Building resources for project management and research administration collaboration
- Building a database of boilerplate language for College units we support
- Establishing robust relationships with ORD and FRIE
- Providing support to AHGS post-docs

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!

- Email: CASResearchAdmin@unc.edu
  or
- 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”
For general inquiries or questions, please email CASResearchAdmin@unc.edu