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

CGC schedules proposal meeting with PI

- 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

PI, CGC, or OSP submits proposal to agency

- 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

Pre-Award Flowchart
Post-Award Flowchart

- 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.
- CGC to schedule award kickoff meeting with PI.
- CGC works with PI to determine post award tasks to be completed. CGC works directly with Accountant to process actions.
- CGC and PI throughout award life/closeout.
- CGC works with PI to review NoA in detail, discuss any scope of work changes, budget changes, and review internal budget.
- Need for prior approvals/award changes.
- Projections/Forecasting.
- Monthly reconciliations and closeout, with CGC in coordination with local accountant.
- Allocate salaries, need for POs, Travel T&E cards, Subawards, Pcards, and schedule quarterly meetings.
- Reporting.
- RASR/Invoices/Purchases.
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.

Shamir Bobo  
**Contracts and Grants Coordinator**  
Shamir previously worked in Biology department for 5 years doing pre and post award support mainly focusing on NIH and NSF awards. Shamir has supported approximately 115 grant applications and with over 19 million dollars funded. When not working, he enjoys spending time with his family, watching movies, and rooting the for THE Ohio State Buckeyes.
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
akjackson@email.unc.edu
- Select faculty in APS
- Sociology
- Public Policy
- Economics
- Geography

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

Shamir Bobo
sbobo@email.unc.edu
- Mathematics
- EXSS
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

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

RA

CREDIT: JILL JIVING
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/
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.

Some projects are in coordination with The Office of Research Development (ORD) or the Foundation Relations and Industry Engagement group (FRIE)
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