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
Pre-Award Flowchart

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

- **CGC and PI to complete designated proposal sections for submission**
  - 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 if it is ok to route to OSP
  - Full package is sent to OSP via RAMSeS for final review/approval

- **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 if it is ok to route to OSP
  - Full package is sent to OSP via RAMSeS for final review/approval

- **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 if it is ok to route to OSP
  - Full package is sent to OSP via RAMSeS for final review/approval

**Pre-Award Flowchart**
Post-Award Flowchart

PI/OSP notifies CGC of NoA or if award will be forthcoming
• CGC and PI to review Notice of Award, contract, or any other document issued by sponsored to guarantee the funds

CGC to schedule award kickoff meeting with PI
• Review NoA in detail
• Discuss any scope of work changes
• Budget changes
• Review internal budget

CGC works with PI to determine post award tasks to be completed. CGC works directly with Accountant to process actions.
• Allocate salaries
• Need for POs
• Travel T&E cards
• Subawards
• Pcards
• Schedule quarterly meetings
• RASR/Invoices/Purchases
• Reporting

CGC and PI throughout award life/closeout
• Need for prior approvals/award changes
• Projections/Forecasting
• Monthly reconciliations and Closeout, with CGC in coordination with local accountant
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 and Centers/Institutes
- Undergraduate Education
- Office of Undergraduate Research

Ashleigh Jackson
akjackso@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

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

CREDIT: JILL JIYIDEN
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/
Research Development Current projects

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