CAS Research Support Team

https://casbo.unc.edu/research-administration/
CAS Research Support Team Goals

1. Provide robust research support services to units in the College of Arts & Sciences, especially those that have been underserved
2. Optimize and revitalize research support services, resources, and tools for the College of Arts & Sciences
3. Increase and diversify the research portfolio of the College of Arts & Sciences

All services offered and members of the team are imperative to our goals!
Research Administration

- Policy-focused
- Pre- and Post-Award
- Submission Process
- Budgets & Contracts
- Financial Management
- Application Components
- Streamlining Processes
- Compliance

Research Development

- People and Idea Focused
  - Pre-pre-award
  - Strategic, Big-picture
  - Resource Development
  - Grant Writing & Editing
  - Large Scale Proposal Support
  - Team Science
  - Research and Opportunity Communication

Provide robust research support services to units in the College of Arts & Sciences, especially those that have been underserved.

Optimize and revitalize research support services, resources, and tools for the College of Arts & Sciences.

Increase and diversify the research portfolio of the College of Arts & Sciences.
Current Team Makeup

Andrea Walens
Senior Director of Research Administration

Tori Royster
Contracts and Grants Manager

Ashleigh Jackson
Contracts and Grants Manager

Angelica Weaver-Ford
Grants Development Coordinator

Shamir Bobo
Contracts and Grants Coordinator

Rhea Deroian
Contracts and Grants Coordinator

Amber Murphy
Contracts and Grants Coordinator

Shannon Rossi
Contracts and Grants Coordinator

Casey Collins
Contracts and Grants Coordinator

Arts & Humanities Grants Studio
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) or Contracts and Grants Managers (CGMs)
- Free of charge!
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

- 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 develops draft budget for review

PI works on technical components

CGC assembles application package/uploads proposal components

CGC to develop submission checklist

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

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
Contracts and Grants Managers

Tori Royster  
Contracts and Grants Manager  
Tori previously worked in the Renaissance Computing Institute (RENCI) as well as the Office of Sponsored Programs (OSP). With 6 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 5-year-old cocker spaniel, Charlie.

Ashleigh Jackson  
Contracts and Grants Manager  
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.
Ashleigh Jackson’s Team

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.

Shannon Rossi
*Contracts and Grants Coordinator*
Moving from UNC's Physics & Astronomy department, I look forward to growing my career at the Dean’s Office. Beyond academics, I savor moments with my husband and four-legged friend.

Casey Collins
*Contracts and Grants Coordinator*
Prior to working with UNC, Casey worked as a Diabetes Prevention Program (DPP) Coordinator at NC State University and as a Health Educator at Wayne UNC Health. During. She holds a Master of Public Health degree with a concentration in Health Administration from East Carolina University, and a Bachelor's degree in Bioarchaeology from NC State University. When Casey is not working, she enjoys arts and crafts, listening to podcasts, quilting, reading, and hiking with her husband and dog!
Future Assignments – Ashleigh’s Team

Your department will be updated once finalized

Ashleigh Jackson
akjackso@email.unc.edu
- Sociology
- SCiLL
- Select faculty in APS

Rhea Deroian
rderoian@email.unc.edu
- Fine Arts & Humanities Departments and Centers/Institutes

Shannon Rossi
sarossi@unc.edu
- Mathematics

Casey Collins
caseyco@unc.edu
- Undergraduate Education
- Office of Undergraduate Research
- Communication
- Area Studies Centers
- Public Policy
- Geography
- Economics
Tori Royster’s Team

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.

Amber Murphy  
*Contracts and Grants Coordinator*

Amber comes to UNC from George Washington University and has over a decade's worth of experience working in higher education. She is excited to expand her knowledge and experience in pre and post awards and is eager to become part of the team. In her spare time, she enjoys music, iced coffee, and her two cats Theodore and Juniper.
Future Assignments – Tori’s Team

Your department will be updated once finalized

Tori Royster
toriroy@unc.edu
- Computer Science

Shamir Bobo
sbobo@email.unc.edu
- Computer Science

Amber Murphy
amurphy7@email.unc.edu
- STOR
- History
- Anthropology
- Archaeology
- AAAD
- Political Science
Research Administration

- Policy-focused
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Research and Development

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We have updated our services!

- Tier 1) Advising Consultation
- Tier 2) Full-Scale Proposal Support
- Tier 3) Proposal optimization
- Tier 4) Pre-Proposal Writing
- Tier 5) Funding creative practice, research, or scholarship (**new**)

Value added services

- Program and project development
- Collaborative Work & Research (**new**)
- Event Development & Planning (**new**)

Some services are in coordination with the Associate Dean for Research & Innovation, The Arts & Humanities Grants Studio, the Institute for the Arts & Humanities, the Center for Faculty Excellence, 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