

Department of Mental Health Law & Policy

Who to see about what.....

PRE-AWARD TASKS <i>Who to see for assistance with....</i>	HIV Center - MHLP	Training Consortium - MHLP	All Other MHLP
Preparing budgets and application forms for grant/contract proposals	Moni Dickerson	Karen Collier - Back-ups are Michelle Kunkel and Karen Mann	Karen Mann - Back-up is Michelle Kunkel
Requires Financial Conflict of Interest (FCOI) Inventories required for proposals, amendments, and supplemental funding.	Karen Mann - Back up is Michelle Kunkel	Karen Mann - Back up is Michelle Kunkel	Karen Mann - Back up is Michelle Kunkel
Obtaining approval for cost-share or matching funds. Approval is required from the Dept Chair and Dean of the departments and colleges providing cost share.	Moni Dickerson	Karen Collier - Back-ups are Michelle Kunkel and Karen Mann	Karen Mann - Back-up is Michelle Kunkel
Obtaining approval for assigning faculty/staff time to grant. The immediate supervisor provides approval for FTE assignments.	Employee Supervisor and HIV Center Director (Kim Molnar)	Employee Supervisor and TC Director (Laurie Cunningham)	Employee Supervisor
Gaining access to USF Proposal Internal Review Form system	Deedra Gibson - Karen Mann is back up	Deedra Gibson - Karen Mann is back up	Deedra Gibson - Karen Mann is back up
Drafting the USF Proposal Internal Review Form and obtaining signatures for new proposals	Moni Dickerson	Karen Collier	Karen Mann - Back-ups are Michelle Kunkel and Elida Porro
Registering with eRA Commons for Grants.gov	Submit request via Sponsored Research website. See Deedra Gibson for assistance - Karen Mann is back up.	Submit request via Sponsored Research website. See Deedra Gibson for assistance - Karen Mann is back up.	Submit request via Sponsored Research website. See Deedra Gibson for assistance - Karen Mann is back up.
Assistance in research design and research strategy narratives	Kathryn Rost or your supervisor who will refer you to the best resource for your project	Kathryn Rost or your supervisor who will refer you to the best resource for your project	Kathryn Rost or your supervisor who will refer you to the best resource for your project
Submitting the proposal to Sponsored Research or to sponsor. NOTE: All proposals must be routed for approval through Sponsored Research and have a fully approved Internal Review form prior to submission.	Moni Dickerson	Karen Collier - Back-up is Michelle Kunkel	Karen Mann - Back-up is Michelle Kunkel
Requesting approval for a limited submission application	Moni Dickerson who will work with our Sponsored Research Administrator	Karen Collier who will work with our Sponsored Research Administrator. Back-ups are Karen Mann and Michelle Kunkel	Karen Mann who will work with our Sponsored Research Administrator. Back-up is Michelle Kunkel
Consulting on IRB applications	Paul Stiles	Paul Stiles	Paul Stiles

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POST-AWARD TASKS <i>Who to see for assistance with....</i>	HIV Center - MHLP	Training Consortium - MHLP	All Other MHLP
Financial management of grant/contract funds after FAST chartfield has been established. Includes setting up copy/postage codes; monthly financial reconciliations; review/approval of purchase requests; etc.]	Moni Dickerson	* Accountant and Karen Collier	* Accountant; Back up is Elida Porro
Establishing FAST Workflow for new chartfield strings	Deedra Gibson - Michelle Kunkel is back up	Deedra Gibson - Michelle Kunkel is back up	Deedra Gibson - Michelle Kunkel is back up
Preparation and submissions of IRB applications. Send copy of all IRB approval letters to accountant and Lisa Holcomb.	Project PI. Send approved IRB documentation to accountant and Lisa Holcomb.	Project PI. Send approved IRB documentation to accountant and Lisa Holcomb.	Project PI. Send approved IRB documentation to accountant and Lisa Holcomb.
Hiring personnel for project or any personnel action	Fred Allen Back-up Michelle Kunkel	Karen Collier Coordinates with Fred Allen. Back-up is Michelle Kunkel	Fred Allen Back-up - Michelle Kunkel
Reviewing & certifying effort reports (PERT)	Review: Moni Dickerson Preparation: Moni Dickerson	Review & Preparation: Karen Collier Back-up is Michelle Kunkel	Review & Preparation: Deedra Gibson; Karen Mann, Michelle Kunkel.
PERT Certifier Training	On-line PERT training Module and Michelle Kunkel	On-line PERT training Module and Michelle Kunkel	On-line PERT training Module and Michelle Kunkel
Establishing new RIA funds	Elida Porro	Elida Porro	Elida Porro
Coordination of distribution of F&A Rebates and Residuals	Elida Porro	Elida Porro	Elida Porro
Collection and review of Faculty Activity Reports (FARS)	Faculty Duties: Deedra Gibson FARS: Karen Mann Back-up is Michelle Kunkel	n/a	Faculty Duties: Deedra Gibson FARS: Karen Mann Back-up is Michelle Kunkel
Submitting changes for payroll distribution to grant. Actual payroll distribution changes are entered by Karen Mann based upon pay distribution change forms and individual time sheets. Back ups are Elida Porro and Michelle Kunkel.	Moni Dickerson	Payroll distribution is handled via effort reports on TC employee time sheets. Karen Collier reviews those and submits to Karen Mann.	* Accountant; Back-ups are Elida Porro and Michelle Kunkel
Purchasing items and services to expend grant or RIA funds. Each employee is assigned to a Staff Assistant.	Submit Purchase Request form to Dori Liriano	Submit Purchase Request form to Olga Calderon (Central Region), Pamela Bennett (Eckerd), or Pat Carpenter (NE FLA Region), Eryka Marshall (imPACT), Mary Harris (ASD contract).	Submit Purchase Request form to Staff Assistant
Understanding FAST/Finance Mart monthly reports	Moni Dickerson	* Accountant Back-up is Elida Porro	* Accountant Back-up is Elida Porro
Preparing contract and/or budget amendments; extensions; grant budget carry-forward, no-cost extensions, etc.	Moni Dickerson	* Accountant in collaboration with PI and Karen Collier. Back up is Elida Porro	* Accountant in collaboration with PI. Back up is Elida Porro and Michelle

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Preparing subcontracts	Moni Dickerson with PI and Sponsored Research. Submit purchase request form to Dori Liriano after sub-contract is executed.	Karen Collier, Accountant with PI and Sponsored Research. Submit purchase request form to Staff Assistant after sub-contract is executed. Back-up is Elida Porro.	Accountant with PI and Sponsored Research. Submit purchase request form to Staff Assistant after sub-contract is executed. Back-up is Elida Porro.
Closing grant/contract accounts when project ends. Elida Porro provides final review and coordinates with RFM for final close-outs. RFM = Research Financial Management	Moni Dickerson works with Dori Liriano and RFM to close out projects.	* Accountant works with Karen Collier and RFM to close out projects.	* Accountant works with Staff Assistant and RFM to close out projects.
<p>* An Accountant is assigned to each contract, grant, RIA, A0, Z0, and E&G fund. Those assignments are listed on the "Allowable Charges Spreadsheet" which is located on CBCS-MHLP Account List folder on the PDrive. An email is sent by the Accountant to the PI and other staff when a new project begins.</p>			
<p>Updated 7-15-13 Please see Michelle Kunkel for any questions - 974-1138 or kunkel@usf.edu</p>			