

# Sponsored Research - News, Updates, Reminders

## April 2023

The Sponsored Research - News, Updates & Reminders is a monthly e-newsletter published by the Offices of Sponsored Programs (OSP) and Grants Management (OGM). [Subscribe through this link](#) to receive monthly information that impacts pre- and post-award administration. Do not miss out on receiving up to date announcements, Sponsor updates, training opportunities and much more!



### Sponsor Updates

#### NIH Updates

New Resources Available on Protecting Participant Privacy When Sharing Scientific Data  
The ABCs of Authentication Plans  
Data Management and Sharing Plan vs. Resource Sharing Plan  
NIH All About Grants Podcast - Discussing Not Discussed

#### NSF Updates

NSF Faculty Early Career Development Program (CAREER)  
NSF PAPPG 23-1: Revised FAQs

#### NASA Updates

#### myResearch Updates and Reminders

#### OSP Announcements and Reminders

#### OGM Announcements and Reminders

#### Research Community Corner

#### Training, Workshops and Other News

#### Team Spotlights

# Sponsor Updates

## NIH Updates

### New Resources Available on Protecting Participant Privacy When Sharing Scientific Data

An important part of sharing scientific data is protecting the privacy of human participants who contributed to the data.



NIH's [scientific data sharing site](#) now offers information and resources on the following topics:

- [Principles and Best Practices for Protecting Participant Privacy](#)
- [Designating Scientific Data for Controlled Access](#)
- [Considerations for Obtaining Informed Consent](#)
- [Considerations for Researchers Working with American Indian/Alaska Native \(AI/AN\) Communities](#)

For further information on working with human participants in research, please visit NIH's [Human Subjects Research](#) page.

### The ABCs of Authentication Plans

Are you proposing to use key biological and/or chemical resources like cell lines, specialty chemicals, antibodies, or other biologics in your application? The quality of resources used to conduct research is critical to the ability to reproduce the results, so to address scientific rigor in your NIH application, we ask you to include an [authentication plan](#).

Not sure where to begin? Learn more about authentication plans:

- [What are “key biological and/or chemical resources”?](#)
- [How should authentication of key biological and/or chemical resources be addressed in grant applications?](#)
- [Example of Authentication Plans](#)

### Data Management and Sharing Plan vs. Resource Sharing Plan

As SBU Investigators continue to grapple with the updated NIH Data Management and Sharing Policy, the question regarding the difference between the DMSP and Resource Sharing Plan continues to arise. We hope that this article recently released by NIH helps to clarify the distinction between the two uploads.

The Data Management and Sharing (DMS) Plan and Resource Sharing Plan are separate attachments that may be required for your application. One does not necessarily replace the other.

NIH has a number of sharing policies. The Data Management and Sharing and Genomic Data Sharing Policies have been hot topics of late, but there are also Model Organism Sharing, Research Tool, and other policies that may also apply. See [Which Policies Apply to My Research?](#)

## Data Management and Sharing Plan

- Required for all applications submitted to [funding opportunities subject to the NIH Data Management and Sharing Policy](#)
- Use new “Other Plan(s)” attachment field on PHS 398 Research Plan or PHS 398 Career Development Supplemental Form
- Address data management and sharing
- Address genomic data sharing (GDS) policy expectations *when applicable*
- Respond to any NIH Institute and Center or program-specific expectations related to data sharing outlined in the specific funding opportunity

## Resource Sharing Plan

- Not always required
- Use Resource Sharing Plan Attachment field on PHS 398 Research Plan, PHS 398 Career Development Supplemental Form, or PHS Fellowship Supplemental Form
- Address other *applicable* NIH-wide sharing policies (e.g., Model Organism Sharing Policy, Research Tools Policy)
  - For example, if you create a new model organism as part of your research, a Resource Sharing Plan must be submitted.
- Respond to any NIH Institute and Center or program-specific expectations related to non-data resources (e.g., software sharing) outlined in the specific funding opportunity

Please refer to the application instructions on the [How to Apply – Application Guide](#) page and the funding opportunity for additional requirements.

More information on NIH sharing policies can be found on the [NIH scientific data sharing site](#).

## NIH All About Grants Podcast

### [NIH All About Grants Podcast - Discussing Not Discussed](#)

Your application was “not discussed.” What does this actually mean? What should you do next?

We are discussing “Not Discussed” in this [NIH All About Grants podcast episode \(Audio/Transcript\)](#). Dr. Gene Carstea, a Review Branch Chief at the Center for Scientific Review, will share insights on the [NIH peer review process](#), how many applications are not discussed, reasons why, who to contact, appealing a not discussed decision, and much more.

“...If your application is not discussed, it does not imply that it’s a weak application...you want to try to understand... the criticisms that came out of the review. Was it important? Was it significant? Was it the approach that was the problem? Was it your message? Was it not crystal clear to the reviewers? So we say revise and resubmit.” – Dr. Gene Carstea

[More information on the appeals process can be heard on his podcast.](#)

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## NSF Updates



### [NSF Faculty Early Career Development Program \(CAREER\)](#)

The NSF [Faculty Early Career Development Program \(CAREER\)](#) is a Foundation-wide activity that offers the National Science Foundation's most prestigious awards in support of early-career faculty who have the potential to serve as academic role models in research and education and to lead advances in the mission of their department or organization. Activities pursued by early-career faculty should build a firm foundation for a lifetime of leadership in integrating education and research. NSF encourages submission of CAREER proposals from early-career faculty at all CAREER-eligible organizations and especially encourages women, members of

underrepresented minority groups, and persons with disabilities to apply.

Many of the NSF Directorates annually offer day-long to multi-day free workshops. The workshops aim to help participants in developing successful research and education plans, and to provide a platform for meeting with NSF program directors, and networking and exchanging ideas with other early-career faculty members interested in that Directorate. Upcoming workshops include:

- The Computer and Information Science and Engineering (CISE) Directorate will be hosting a virtual [CISE CAREER Proposal Writing workshop](#) on April 17, 2023.
- The [2023 NSF Engineering CAREER Proposal Workshop](#) will be held virtually over three days: May 8, May 9, and May 12, 2023, from 12:00 PM to 6:00 PM Eastern Time each day.
- Join the [Division of Biological Infrastructure](#) Tuesday, May 16, 3pm-4pm ET for their monthly Virtual Office Hour. Program Officers will introduce the Faculty Early Career Development (CAREER) Program and discuss recent updates to the relevant solicitation.
- May Virtual Office Hours with the [Division of Integrative Organismal Systems \(IOS\)](#). Join IOS on Thursday May 18, 2023, 1pm - 2pm ET for the IOS Virtual Office Hour. Program Officers active in the Faculty Early Career Development Program (CAREER) will present on the requirements of the CAREER solicitation (NSF 22-586) and answer questions audience members have.

## NSF PAPPG 23-1: Revised FAQs

NSF has issued revised [Frequently Asked Questions \(FAQs\) On Proposal Preparation and Award Administration Related to the NSF Proposal & Award Policies & Procedures Guide \(PAPPG\) \(NSF 23-1\)](#).

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## NASA Update

New Conflict of Interest and Conflict of Commitment Policy for Recipients of NASA Financial Assistance Awards: NASA has developed a new conflict of interest (COI) and conflict of commitment (COC) disclosure policy and an associated term and condition applicable to entities implementing NASA financial assistance awards. See the [New Conflict of Interest and Conflict of Commitment Policy for Recipients of NASA Financial Assistance Awards](#) for more details.



## myResearch Updates and Reminders

### Grants

Milestones include technical reports (e.g. quarterly, annual, final). MyResearch system will send email notification reminders to PIs when reports are due and overdue. PIs or designated administrators can also login at any time to their MyResearch Awards dashboard to view upcoming milestones for all their projects. Required milestone reports must be tagged in myResearch, and the [steps for submitting a report can be accessed on the OSP/OGM's website under Guidance](#).

### Agreements

If you will be engaging in a clinical trial or a testing/lab study, please make sure to log into the myResearch Agreement module and create the agreement log. The system will walk you through questions on the smart forms that are specific to your project. Once the smart forms are completed, click on submit and your Contract team member will be in touch. As a reminder, all agreements that flow through The Research Foundation and are supported by the Office of Sponsored Programs (OSP) can be initiated either by OSP or by the PI/their research administrative staff. For questions, reach out to [osp\\_contracts@stonybrook.edu](mailto:osp_contracts@stonybrook.edu).

## OSP Announcements and Reminders

Over the past few months, we have raised awareness regarding organizational changes in OSP to separate the grants operation into pre award (assisting in proposal preparation, proposal submission, post-submission materials, Just-In-Time (JIT) and pre-award negotiation) and post-award (responsible for administrative management of awards from accounts set up through closeout). The Post-Award team is now fully staffed, trained and LIVE! Under the “Who’s Who in OSP” article below, you can learn more about each member of the team.

**What does the Post-Award team do and how to get in touch with them?** Once a new **grant award** or **cooperative agreement** has been granted, the Office of Sponsored Programs – Post-Award Team is responsible for several activities associated with managing the award.

- Review Notice of Award terms and conditions
- Ensure all compliance aspects of the award are addressed (ie Conflict of Interest (COI); IRB; IACUC; IBC; Hazardous materials; etc)
- Provide all required information to have award established and an RF account created
- Create an advance award (when applicable and in accordance with [institutional policy](#)).
- Provide guidance to faculty/administrators to ensure compliance with sponsor terms and conditions, university policies, and federal regulations and standards
- Manage Award Changes including Senior/Key Personnel Effort Changes; Add/remove subrecipient; Change in scope; Budget Reallocations; Change of PI; Change in Key Personnel; No Cost Extension; PI Leave of more than 3 months; Outgoing Award Transfers.
- Comprehensive review of all non-competing progress reports (RPPR) for compliance with Sponsor and NoA specific requirements (including Sr Personnel Other Support documents; Human Subject Inclusion Enrollment Forms; review detailed budgets for non-SNAP RPPRs)
- [Facilitate deliverables and non-financial reporting requirements](#)
- Authorized Organizational Representative for all post-award requests submitted to Sponsor
- Providing training to university researchers in new and established policies

Note that currently, the setting up of subawards and monitoring of subrecipients falls under the responsibility of the Contracts team.

All requests for post award actions must be submitted via email at [osp\\_postawards@stonybrook.edu](mailto:osp_postawards@stonybrook.edu) and one of the post-award specialists will respond promptly. The OSP Staff webpage has been modified to include their contact information as well. If you have suggestions, comments, or questions on how post-award services can be most effective, please call or email Michele Canton, Team Lead, at [michele.canton@stonybrook.edu](mailto:michele.canton@stonybrook.edu) or 631-632-9029.

## Job Opportunity in OSP

Do you want to be part of a fast-paced environment where your work has a direct impact on SBU's research mission? The Office of Sponsored Programs is currently recruiting for a Grants & Contracts Specialist position in the Pre-Award Team. Anyone interested can find more information on the [SBU Jobs webpage](#).

## Reminders

[Please contact your Specialist](#) as soon as you identify a grant opportunity for which you want to apply. Advance notice will provide you with detailed attention to your proposal by your OSP Specialist and will ensure that sponsor deadlines are met successfully. [Our proposal submission policy can be found here](#).

Below are the main inboxes in use at OSP. Please use these inboxes based on their descriptions.

[osp@stonybrook.edu](mailto:osp@stonybrook.edu) - This inbox is responsible for all general inquiries, proposal requests, research system access requests, and issues for OSP.

[osp\\_contracts@stonybrook.edu](mailto:osp_contracts@stonybrook.edu) - This is the main inbox for the contracts, subaward and clinical trials team. Directing all inquiries, and especially supporting documentation, to this general email box will ensure all matters are logged in and routed to the Contracts/Clinical Trials or Subaward Specialist assigned to assist you.

[osp\\_postawards@stonybrook.edu](mailto:osp_postawards@stonybrook.edu) - This new inbox must be used for communication on new and existing awards, as well as post-award administration functions involving funded sponsored research projects.

[ovpr\\_myresearchgrants@stonybrook.edu](mailto:ovpr_myresearchgrants@stonybrook.edu) - This is the main inbox for inquiries related to the use, navigation or inquiries related to myResearch Grants module.

# OGM Announcements and Reminders

## Research Foundation Summer Salary

### Summer Employment Guidelines / Human Resources ([stonybrook.edu](http://stonybrook.edu))

#### [Summer Employment Guidelines | Human Resources \(stonybrook.edu\)](#)

#### RESEARCH FACULTY AND POSITIONS WITH AN ACADEMIC YEAR OBLIGATION

Research Faculty and positions WITH an academic year obligation. The defined summer period begins May 22, 2023 and ends August 18, 2023. These appointments must be approved by the Dean.

*Typical Title(s) Utilized: Principal Investigator; Co-Principal Investigator*

How to Hire? Visit [Required Documentation for Hiring](#). Up to 2.5 Months

Campus policy permits, subject to sponsor constraints, the recovery of 2.5 months of full time effort on sponsored projects during the summer (see [attached payroll schedule for paperwork submission dates](#)).

### **Between 2.5 to 3 Months**

Requests for more than 2.5 months (55 days), not to exceed 3 months of salaried effort for this calendar year, must be fully justified and approved by both the Chair and the Dean's office prior to submission to the RF Payroll office.

The requests should must:

- Identify the specific funding Project and Award
- Address the faculty member's dedication of effort during the prior academic year.

## **Research Foundation Bank of America PCard and Travel Card**

Thank you to everyone who has applied for the Research Foundation (RF) Bank of America credit card. The program that launched in the fall of 2022 offers an all-in-one card which can be used as a Procurement-Card (P-Card), Travel Card (T-Card), and Non-Employee Travel Card (NET-Card) to alleviate out-of-pocket expenses.

**For more information and to apply for an RF Credit Card, Stony Brook employees (both State and RF) can [visit the Procurement website](#).**

**When determining if you should apply for an RF card, please consider that the following services are no longer available and can be accomplished using the RF card.**

- The Research Central Travel Account (previously arranged via Euro Lloyd or Direct Travel)
- Travel cash advances (with the exception of cash advances for subject cost and field expenses)
- Buyer-assisted Amazon purchases through WolfMart. *RF Credit Card holders will use the Amazon WolfMart punch-out to purchase directly from Amazon going forward. These purchases will be reconciled through Concur using the Non-Travel policy to resolve credit card transactions.*

For questions, please email [sbu\\_travel\\_expense@stonybrook.edu](mailto:sbu_travel_expense@stonybrook.edu).

All transactions that are charged to the Bank of America PCard/Travel card are reconciled in Concur. Once card holders submit for approval by the Account Director the workflow routes to OGM for review and approval against the Sponsored Award to ensure that the costs are in keeping with the specific terms and conditions and all related sponsoring agency regulations. We will continue to review and approve provided the charges are necessary, reasonable and allocated to the Award(s) that benefited from the expense.

Card holders will be responsible for corrections to the correct expenditure type and if an Award cannot support charges presented for reconciliation. PCards should not be used in the final 30 days of the active Award period.

## Welcome to New OGM Team Member

The Office of Grants Management is pleased to welcome **Emi Thompson** who joins the team in the role of Non-Sponsored Award Analyst. In this position Emi will be responsible for activity not necessarily funded by an externally sponsored award, rather those Awards that are supported with institutional funding such as Stony Brook Foundation fund transfers, Service and Facility Accounts, OVPR SEED Awards, and the campus Staffing Services Accounts that are managed for SBF, CPMP, SB Care Center and the Dental School. As she assumes responsibility for the daily activities of these Awards she will be available by email [emi.thompson@stonybrook.edu](mailto:emi.thompson@stonybrook.edu).

## Office of Grants Management Reminders

### OGM email

The Office of Grants Management maintains several monitored email boxes as outlined here.

[ogm\\_ovpr@stonybrook.edu](mailto:ogm_ovpr@stonybrook.edu), for incoming documents that require processing, such as a material and services requisitions for recharging, paper travel reimbursements for non-employees and for general inquiries. Please be sure to include all Award/Project information in your email so we can properly direct your inquiry.

[sbu\\_subrecipient\\_invoice@stonybrook.edu](mailto:sbu_subrecipient_invoice@stonybrook.edu), for incoming subaward invoices from partnering institutions that are collaborating with SBU PIs to report expenditures and request payment against active agreements on sponsored awards.

[ogm\\_billing@stonybrook.edu](mailto:ogm_billing@stonybrook.edu), for incoming payment information from those sponsors that pay The RF for SUNY for sponsored and non-sponsored research activity.

## Did you know?

### Salary Offset also known as IFR

The Salary Offset process is actually a reimbursement to the University specifically to the employees' home department for the value of the effort that supports specific research sponsored awards. This effort should be in keeping with the proposed effort and reflect the time devoted by the individual whose effort is being charged.

This payment process is executed once a month against the Award/Project/Task equal to the number of working days within that calendar month using the expressed effort percentage and the associated State IFR Fringe Benefit.

Payments are returned to campus for deposit into the respective department Income Fund Reimbursable (IFR) account which is provided at the time of proposal. Salary Offset calculator can be found on the OGM website linked here:

[Income Fund Reimbursable \(IFR\) | Offices of Sponsored Programs and Grants Management \(stonybrook.edu\)](https://www.stonybrook.edu/ogm/income-fund-reimbursable-ifr-offices-of-sponsored-programs-and-grants-management)

Questions regarding the Salary Offset process should be directed to your Sponsored Award Analyst.  
[Contact | Offices of Sponsored Programs and Grants Management \(stonybrook.edu\)](https://www.stonybrook.edu/ogm/income-fund-reimbursable-ifr-offices-of-sponsored-programs-and-grants-management)

## Research Community Corner

The Research Community Corner is designed to provide our campus administrators and researchers with the opportunity to connect with our two central offices, OSP and OGM, by sharing important topics, updates, experiences, best practices which would help build a common understanding around pre- and post-award research administration. Other relevant news or topics of interest we would like to know and share include department or unit changes due to retirement, reorganization, new hires; meaningful resources; helpful tips; training and support requests or ideas to peer administrators or faculty; OSP/OGM employee recognition messages. As always, OSP and OGM will work with departments to ensure faculty and research administrators have correct system access and provide training to those who are unfamiliar with OSP/OGM processes.

[Share your news, ideas, best practices, or topics of interest!](#)

Topics must be submitted to us no later than the third Friday of each month in order to be reviewed and considered for publication.

## Training, Workshops and Other News

### myResearch Grants Training Sessions

The schedule for myResearch Grants training sessions can be found on our website. Users are encouraged to sign up and attend one of the training sessions at a convenient time in order to prepare for future submissions. [Register for a training session here.](#) Registrants will be contacted by an OSP Specialist prior to the training class with the Zoom meeting information.

### OSP Upcoming Workshops

#### A How-to Guide for SciENCv

Save the Date! OSP/OPD will be offering "A How-to Guide for SciENCv" on June 7th, 2023, 10AM to 11 AM. OSP and OPD will be presenting "A How-to Guide for SciENCv" training in preparation for the upcoming requirements. Stay tuned for more information on registration!

#### Register Now - RF Spring Learning Series

RFSUNY is offering a range of training sessions this spring which we encourage you to browse through and consider in case they fit your interests. Sessions include, *Leading People Responsibly* where you can learn more about managing conflict well and having effective one-on-one meetings, *New Staff Orientation* or self-paced training sessions. Access [RF's website](#) for more information and to register.

## External Newsletters and Standard Deadlines

Access [external newsletter on our website](#) for the most up to date information from Grants.gov, NIH and other agencies. The link to the latest [Grants.gov March Newsletter](#) is included here for your convenience.

[A link to standard NSF due dates can be found here.](#)

[Deadlines for Competing Grant and Cooperative Agreement Applications can be accessed on the NIH website.](#)

For additional funding opportunities, visit the [Office of Proposal Development webpage](#).

## Team Spotlights



Who is working on a cool new project and why? Working with someone who exceeded your expectations? This section will focus on recognizing the great service provided, and the good that happens on a daily basis in OSP and OGM.

### Who's Who in the Office of Sponsored Programs

**Alina Azzam-Stroia, Sr. Director:** "I have been leading operations within the Office of Sponsored Programs since 2016, even though some may know me from over a decade of experience as a Contracts and Clinical Trials Administrator in OSP. It is a great honor to serve the research endeavors of SBU's faculty and administrators who actively engage in sponsored programs. My team and I understand that writing and applying for grants can be an overwhelming process, especially in a circle of growing and challenging regulations. I am proud to say that we are experienced and great at what we do, and we will always make every effort to support our researchers' mission through outstanding services, and will take on any challenges in the hope of turning them into rewarding experiences.

If you haven't yet, I invite you to get to know our impressive OSP team."

### Grants and Contracts Specialists Team

Under the leadership of Sabrina Cerezo, Assistant Director for Grants, the Grants and Contracts Specialists Team in the Office of Sponsored Programs (OSP) provides planning, assistance, support, and compliance for all aspects of pre-award and post-award non-financial sponsored research and sponsored programs administration. The Grants and Contracts Specialists Team seeks to provide customer service-oriented and comprehensive support to investigators and administrators in order to be fully compliant with and responsive to extramural sponsor requirements and guidelines throughout the life of your proposal and award.

**Sabrina Cerezo:** “I fell into Research Administration while working in a Government Relations office of a large educational non-profit over 20 years ago and have never looked back! I love being in a university setting where learning, sharing & generating ideas, engaging in research, meeting people from diverse backgrounds, exploring new paths - is an everyday occurrence. I joined OSP in January 2020 and several weeks later we went to a full remote environment as a result of the pandemic! While that time presented many challenges, it also presented a wealth of opportunities to revamp & strengthen structures, charter new courses, and generate ideas - both professionally and personally. It is a joy being part of the SBU community, supporting faculty/administrators, and being part of a team of exceptional individuals.”

## **Grants Administrator**

The Grants Administrator is a critical contributor to the Grants team in the Office of Sponsored Programs. Some of the duties include, but are not limited to, the monitoring of the grant related OSP mailboxes and response to general queries or redirection to the appropriate Grants and Contracts Specialists; providing general guidance on institutional/OSP policies and processes as well as sponsoring agency guidelines/policies and use of sponsor systems; managing all affiliation requests through sponsor portals (ie Research.gov, Grants.gov, eRA Commons, eBRAP, etc).

**Phoebe Taitz:** “I am thrilled to be part of the OSP team here at Stony Brook. I love working with the team and creating solutions to make the tracking of pre- and post-award team actions easier. I also enjoy knowing that every day I learn something new. When I'm not working, I enjoy going to the beach when the weather is warm, spending time with my friends and family, and going on adventures to new places across Long Island.”

## ***Pre-Award Specialists***

The Pre-Award Team provides planning, assistance, support, and compliance for all aspects of pre-award sponsored research and sponsored programs administration. The Pre-Award Team provides assistance to faculty/administrators in interpreting funding opportunity announcements (FOA), Sponsor guidelines/requirements, and University policies & procedures. They oversee the rigorous and granular review of complex proposals, through the complex process of proposal preparation and submission to various Sponsors. The Pre-Award Team provides expert guidance in navigating Sponsor guidelines and electronic submission portals (ASSIST, Grants.gov, Research.gov, Proposal Central, EERE Exchange, eBRAP, NSPIRES, and more) including registration, how to initiate proposals, education on content of proposal components, will troubleshoot any issues encountered, review complete/final proposal to ensure compliance with Sponsor/University/Federal/FOA requirements, and serve as Authorized Organizational Representative. The Pre-Award Team is also responsible for post-submission materials; pre-award negotiation (ie Just-In-Time); and incoming award transfers.

**Jessica Gretencord-Steiner:** “I am a graduate of Purdue University with a Bachelors in Agriculture Economics. Prior to coming to Stony Brook University, I was employed at Purdue University for 18 years and worked in the sponsored Program Services - Pre-Award Center for 13 years. While at Purdue I worked on numerous multi-disciplinary and multi-institutional proposals from idea/budget creation to proposal submission with a number of faculty and a varying amount of funding from \$500 to \$100M. I am looking forward to working with each of you at Stony Brook University.”

**Fei Lin:** “I am pleased to be on the OSP Pre-Award team to assist faculty in identifying and mitigating any potential compliance issues with Sponsor’s regulations. Helping researchers achieve their success is a passion of my work.”

**Jamie Murdock:** “One of my favorite things about my role in research administration is working as part of a team to ensure the successful submission of a competitive proposal. I also enjoy the variety of tasks that I perform and appreciate that there are always opportunities to learn and grow! Outside of work, I can often be found reading in a hammock, watching a movie, supporting my kids at band or running events or taking advantage of the hiking trails in middle Tennessee with my family.”

**Mary Serra:** “I have been working in Research Administration for many years and appreciate working with the OSP team, faculty and staff and enjoy navigating through the various changes in sponsor policies and proposal submissions. Receiving notification that a proposal that I've submitted has been funded, is so exciting and fulfilling and I am grateful to be a part of the process. In my spare time, I enjoy cooking and spending time with my family in natural environments.”

**Maria Tapia:** “I am a Grants & Contracts Specialist working in the Office of Sponsored Programs at Stony Brook University since November 2022. I have approximately 14 years specializing in Pre-Award and I look forward to using my experience to provide guidance and help assist our faculty and staff with proposal submissions. When I am not perusing solicitations, I enjoy going to Chicago Cubs baseball games, attending my son's travel games and participating in an occasional triathlon or race.”

**Jennifer Winger:** “I have been in Research Administration for over 20 years, Pre-Award focused for over 15. My favorite part is building relationships with my faculty and contributing to the success of the OSP team.”

### ***Post-Award Specialists***

The Post-Award Team, under the leadership of Michele Canton, Sr. Grants and Contracts Specialist, serves as an institutional resource to advise, interpret, and make determinations on regulations and policies, sponsor award terms and conditions, and interpret all applicable sponsor policies, procedures, regulations, and statutes. The Post-Award Team serves as a liaison between investigators, academic units and other administrative offices and provides technical assistance, guidance, and advice to faculty, administrators, and other professional staff for sponsored project administration. The Post-Award Team reviews grant awards and project documents including budgets, for their accuracy, appropriateness, and compliance with regulations/policy; facilitates award set-up (including ensuring all compliance matters are addressed); reviews/submits progress reports; provides guidance to Investigators on post-award related actions such as change in scope, budget reallocation, change in effort, change in Key Personnel, no-cost extension, leave of absence of PI and other matters; communicates with Sponsors on behalf of Investigator; and, facilitates outgoing award transfers.

**Michele Canton:** “The Post-Award team will handle all non-financial post-award matters for grant awards and awarded cooperative agreements. This includes new award set-up, award modification requests (including NCE's and budget revisions), progress reporting, transfers and any other award actions requiring institutional and/or sponsor approval. As team lead, I can confidently say we have an experienced, capable and friendly post-award team in place who will work to process actions as expeditiously as possible and who are available to address any questions or concerns in a timely manner.”

**Margaret Badon:** “I am happy to be a part of the recently added Sponsored Programs, Post-Award Management team. Our mission is to provide accurate and timely advice to investigators, administrators, and other professional staff for sponsored project administration. I am grateful to be part of OSP staff and will work hard to foster the greater goals of the OVPR.”

**Joann Delucia-Conlon:** “I’ve been working in Research Administration for 19 years. I started in OVPR back in 2004 when proposals were still paper submissions! After 8 years in OVPR I made the transition to a department and went to Biochemistry and then to the Cancer Center and after 10 years I am happy to be back in OVPR in this fabulous new position handling post-award matters. In my spare time I enjoy traveling and going to concerts as much as possible.”

**Aixa Iglesias:** “I enjoy working for the Research Administration and appreciate working with the OSP team, faculty and staff. Assisting them with becoming more knowledgeable with the various changes in sponsor policies and updates, as well as reviewing and assisting with post-award activities has been delightful. During my spare time, I enjoy spending time with my family and cooking their favorite foods.”

### **Contracts, Clinical Trials and Subawards Team**

The Contracts, Clinical Trials and Subawards Specialists in OSP, led by Dawn Alomar, Assistant Director for Contracts, advise faculty and staff in the preparation of (sub)contract proposals. They draft and negotiate (sub)contracts for awarded projects to ensure compliance with institutional, state and federal regulations and policies. The team’s Outgoing Subawards Specialist establishes subcontracts with other institutions with funding from prime awards, and oversees subrecipient monitoring. They negotiate and administer any subcontracts awarded to our institution. They also authorize the establishment of accounts for awards and assist in fiscal planning and management, research compliance assurances and patent and licensing issues. In addition, they provide post-award support such as expenditure approvals, project extensions and reporting requirements.

**Dawn Alomar:** “I joined the Office of the Vice President for Research, specifically the Office of Grants Management, in January of 1999. I spent 17 years in the Office of Grants Management before accepting a position as the Research Administrator for the Department of Surgery, where I spent 2 years. In 2018, I returned to OVPR, this time in the Office of Sponsored Programs, and have been leading the Contracts team ever since. All together I have a combined total of over 24 years of service with the Research Foundation, consisting of both pre- and post-award knowledge. It has been a joy to be a part of the OSP/OVPR family.”

**Danielle Kelly:** “I joined the Office of Sponsored Programs in March 2021 as a member of the contracts team. It’s been a pleasure to work with a collaborative and supportive group of individuals! Prior to joining OSP, I worked in compliance and practiced as an attorney at a small law office, handling corporate contract matters and a variety of legal matters for corporate clients.”

**Kristen Ford:** “After many years with Grants Management and post award activities, I joined the Office of Sponsored Programs to provide pre award assistance. Combined total years of service with the Research Foundation is 20 + years. It has been a pleasure to be a part of the Office of Sponsored Programs.”

**Selamu Shega:** “With 10+ years of Grants and Contracts, pre and post award management experience in an international not – for profit organizational environment, I joined OSP in 2022. I am responsible for drafting, negotiating and executing all outgoing subawards (both federal and non-federal) issued by RFSUNY. I am blessed to be part of the team where there is continuous learning, striving for excellent customer service, for both internal and external to SBU, and a strong team work culture.”

**Steven Spaccarelli:** “I was born and bred in Upstate NY but about to move to NJ this summer; huge New York Jets fan. With OSP, it has been a huge and fulfilling learning experience over the past going on two years with more to come.”

## Account Establishment & Maintenance Unit Team

The Account Establishment & Maintenance Unit (AEMU), under the leadership of Razeema Sahib, establishes and maintains all awards and projects from external sources into the Research Foundation Financial Business System. AEMU also establishes and maintains all awards, including the Campus Financial Plan (IDC Accounts); Royalty Accounts; Agency Fee Accounts; Service & Facility, Clinical Practice Management Plan and all Internal Seed Grants Programs. We monitor the progress reports and remind Principal Investigators of when their reports are due to the sponsoring agency. We initiate the IFR/Cost Share process by generating the appropriate form, as well as initiating the yearly Conflict of Interest (COI) renewals in myResearch.

**Razeema Sahib:** “I am the Assistant Director of the Account Establishment & Maintenance Unit. I have been in Sponsored Programs for over 25 years and enjoy the daily challenges.”

**Denise Allicino:** “I am relatively new to the Account Establishment Unit - I started on February 6, 2023. So far, I have enjoyed learning the ins and outs of my daily responsibilities as well as getting to know my colleagues in OSP and OGM. I look forward to continuing my career here at The Research Foundation.”

**Jacelyn (Jackie) Dent:** “I have been working in the Account Establishment and Maintenance Unit for 18 years. I enjoy working with the staff in Sponsored Programs and look forward to the challenges in learning new aspects of my daily responsibilities.”

**Paula Moore:** “I started working in the Office of Grants Management in 2001 and joined the Account Establishment Unit in 2005. I enjoy the daily complexities that surround my diverse workload.”

## OSP Support Staff

The Support Staff in the Office of Sponsored Programs is responsible for providing invaluable administrative support to all Sponsored Programs Specialists, as well as those who reach out to the main office. Some of their duties include the identification of all incoming proposal/award correspondence for the OSP Specialists on a daily basis.

**Kathryn Belmonte:** “I have worked in the Office of Sponsored Programs for 23 years. I have grown in my position with the support of management and co-workers. I look forward to the challenges still ahead of me. The diverse aspects of my position allows me to keep learning and growing. Working with the OSP team makes this all possible.”

**Josephine (JoAnn) Schwarz:** "I have worked 18 years now with OVPR. First with Grants Management and then with OSP. I am responsible for processing the OSP mailboxes, creating Agreements, updating amendments in myResearch. It has been a pleasure working with everyone, we are like family here to answer all your questions in a timely manner."

A graphic with a colorful, abstract background. The text "Quote of the Month" is written in a purple, serif font. There are large white quotation marks on the left and right sides of the text.

**Quote of  
the Month**

"Act as if what you do makes a difference. It does." - William James