

UNF SPONSORED RESEARCH SERVICES

STAFF, PROCESSES & RESPONSIBILITIES



Administrative Services

Imeh D. Ebong, Ph.D., Assistant Vice President for Research (x2155)
Rosalyn Gilbert (x2352)
Leigh-Ann Fairweather (x2455)

Management of ORSP personnel
Oversight of Pre-Award and Post-Award Services
Liaison with Federal Funding Agencies
Monitor compliance with federal, state, and university regulations
Project Development
Authorization & Signature for university proposals and grants
Intellectual Property & Technology Transfer

Research Integrity Services

Chris Leone, Ph.D., Faculty Associate (x1663)
Dawn O'Connor (x2316)



Support for responsible conduct of research
Export Control
Administrative support for research on human & animal subjects (IRB & IACUC)
Administrative support for biosafety in research (IBC)

Principal Investigator (PI)



Research Development Services

Sonja Avery (x2456)
Chantel Cummings (x2442)
Deidra Baines (x2318)



Sponsor identification/qualification
Funding information dissemination
Faculty interest profiles
Proposal Development
Budgeting
Networking & Teambuilding
Proposal Submission and Tracking
Contract Negotiation
Preparation of Subcontracts
Non-Disclosure Agreements (NDA)
Material Transfer Agreements (MTA)

Grant Accounting and Financial Management Services



Dr. Cheresa Hamilton, Director (x2444)
Angela Gibson (x2351) Sandra Wirth (x2350)
LaShawn Smith (x2446) Thomas Elliott (x2464)
Patricia Becton (x2321)

Establishment of internal grants accounts and budgets
Preparation of invoices to funding agencies
Preparation and submission of fiscal reports to funding agencies
Assistance with project close-out procedures and account reconciliation
Technical assistance in interpreting rules and regulations on grant expenditures
Project management assistance
Preparation and submission of project amendments and budget revisions
Review of budget execution to assure consistency with funding guidelines
Monitor compliance with federal, state, and university financial regulations
Processing requisitions, direct pay, personnel forms & travel