

OFFICE OF SPONSORED PROGRAMS - STAFF ASSIGNMENTS

PRE-AWARD TEAM

Matters related to proposals prior to submission to the sponsor. Provides budget development services as needed, reviews proposal budgets for compliance with AU and federal guidelines, coordinates the AU routing process with PI, Dept. Chair, Dean and Vice Provost. Reviews proposal components for responsiveness to RFPs, handles just-in-time requests and other pre-award requests and submits proposals when institutional submission is required.

<p>Alison Kaufmann <i>Grant & Contract Manager</i> 202-885-3457/alisonk@american.edu</p>	<p>Karissa Dysart <i>Grant & Contract Manager</i> 202-885-3445/dysart@american.edu</p>	<p>Ashley Alexander <i>Director</i> 202-885-3449/ashleya@american.edu</p>
<p>School of Communication (SOC)</p> <p>School of International Service (SIS)</p> <p>School of Professional & Extended Studies (SPExS)</p> <p>School of Public Affairs (SPA) - WIPAR</p> <p>University Library</p> <p>WAMU</p>	<p>College of Arts & Sciences (CAS):</p> <p>Kogod School of Business</p> <p>School of Public Affairs (SPA) – JPO</p> <p>Washington College of Law (WCL)</p>	<p>Center for Latin American & Latino Studies (CLALS)</p> <p>Center for Teaching, Research & Learning (CTRL)</p>

OFFICE OF SPONSORED PROGRAMS - STAFF ASSIGNMENTS

POST-AWARD TEAM

Non-financial post-award matters

Negotiates award terms and conditions to ensure compliance and institutional acceptance, submits carry-forward and re-budgeting requests, obtains the signature of authorized institutional official, setup of awards in Cayuse and advise of award special terms, conditions and/or restrictions, reviews and processes non-financial award modifications, supplements and amendments, facilitates close out of awards, submits non-financial award/project reports: technical, progress and final reports when institutional submission is required.

<p>Stephen Petix <i>Senior Grant & Contract Manager</i> 202-885-3994/spetix@american.edu</p>	<p>Alison Kaufmann <i>Grant & Contract Manager</i> 202-885-3457/alisonk@american.edu</p>	<p>Katrina Wade <i>Grant & Contract Manager</i> 202-885-3444/kwade@american.edu</p>
<p>Center for Latin American & Latino Studies (CLALS) School of Communication (SOC) School of International Service (SIS) School of Professional & Extended Studies (SPExS) School of Public Affairs (SPA) – WIPAR School of Public Affairs (SPA) – JPO University Library WAMU Washington College of Law (WCL) Campus Life Office of Sustainability</p>	<p>College of Arts & Sciences (CAS): – <i>Biology</i> – <i>Chemistry</i> – <i>Mathematics & Statistics</i> – <i>Physics</i> – <i>Sociology</i> – <i>Health Studies</i> – <i>School of Education</i></p> <p>Kogod School of Business Provost Office Center for Training and Learning (CTRL) Deans Office</p>	<p>College of Arts & Sciences (CAS): – <i>Anthropology</i> – <i>Art</i> – <i>Computer Science</i> – <i>Center for Israel Studies</i> – <i>Deans Office</i> – <i>Economics</i> – <i>Environmental Science</i> – <i>History</i> – <i>Literature</i> – <i>Philosophy & Religion</i> – <i>Performing Arts</i> – <i>Psychology</i> – <i>World Languages and Cultures</i></p>

Subrecipients

Perform programmatic risk assessments of sub-recipients, drafts and issues outgoing sub-award and subcontractor agreements and amendments, keep record of subaward reporting, and close out subawards.

<p>Subawards under non-federal funds:</p>	<p>See above unit assignments</p>
<p>Subawards under federal funds:</p>	<p>Katrina Wade <i>Grant & Contract Manager</i> 202-885-3444/kwade@american.edu</p>