I. Pre-Award and Post-Award Administration- Oversight and review of pre-award and post-award duties, approvals, etc.; fills in when necessary.

II. Financial Reports- Prepares the following financial reports listed below and assist the fiscal affairs offices in any other research-related reports:
   - Monthly Facilities and Administrative (F&A) Costs Report
   - Monthly Drawdown Report
   - Monthly Aged Accounts Receivables Report
   - Monthly Stipends Report
   - Quarterly Federal Submissions and Awards to State
   - Annual Budget and Cost-Sharing Report
   - Annual Restricted Research Awards Report
   - Annual International Activities Report

III. Policies and Procedures- Prepares and continually reviews and updates policies and procedures related to pre-award and post-award duties (Standard Operating Procedures, TAMUCC rules, etc.)

IV. Customer Service- Assists faculty and staff with various questions regarding grants and contracts.

V. Workshops- Participate and present in pre-award and post award workshops for campus community.

VI. Meetings and Trainings- Attend and participate in staff meetings and training sessions when necessary in order to keep up to date with policies and procedures.

VII. Committees- Serve on university-related committees, especially research and compliance-related such as Conflict of Interest Committee
Mayra Hough  
Grants & Contract Administrator-Pre-Award

I. *Pre-Award Services- Responsible for:
- Serves as lead contact for pre-award services for the following divisions/departments:
  - College of Business
  - College of Liberal Arts
  - College of Science & Technology
  - Center for Coastal Studies
  - Conrad Blucher Institute/Division of Nearshore Research
  - Center for Water Supply Studies
  - HARTE Research Institute
- Proposal submission of grants and contracts for the university
- Ensuring all compliance is complete, such as proposal routing form, restricted research form, and any areas under compliance (IRB, IACUC, Conflict of Interest, etc.)
- Negotiating no-cost extensions, budget amendments, and any other amendments requiring sponsor approval
- Ensuring submission and documentation of technical progress and final reports

II. Subcontract/Subawards and Amendments- Prepares subcontracts/subawards and amendments issued by the University on grant/contracts awarded to the University.

III. Funding Opportunities- Assists faculty and staff with searching for funding opportunities through various venues available to TAMUCC.

IV. Customer Service- Assists faculty and staff with various questions regarding grants and contracts.

V. Meetings and Trainings- Attend and participate in staff meetings and training sessions when necessary in order to keep up to date with policies and procedures.

* Includes the following duties:
- Reviews Request for Proposal (RFP) for which grant or contract proposal submission is being prepared.
- Assists faculty or staff member in grant or contract proposal submission, to include: proposal sections as required by RFP, budget, budget justification, compliance forms, etc.
- Ensures that any compliance reviews are completed, such as Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Conflict of Interest Review, etc.
- Identifies cost sharing as either cash or in-kind, with FAMIS account numbers.
- Ensures routing and appropriate signatures are acquired on proposal routing form for grant or contract proposal for university approvals: PI, Chair, Dean, Associate
VP & Comptroller (if have university cost sharing), and VP for Finance and Administration (if university cost sharing is over $50k). Provost and President signatures are required if proposal request is over $200k. Associate VP for Research & Scholarly Activity also signs on all proposal routing form.

- Ensures Restricted Research Form is complete.
- Submits grant and contract proposals to external sponsors, either manually or electronically.
- Negotiates with external sponsors regarding grant or contract awards when necessary.
I. **Pre-Award services**- Responsible for:
   - Serves as lead contact for pre-award services for the following divisions/departments:
     - College of Education
     - College of Nursing
     - President’s Office
     - TRIO/TITLV
     - Student Affairs
     - Community Outreach
   - Proposal submission of grants and contracts for the university
   - Ensuring all compliance is complete, such as proposal routing form, restricted research form, and any areas under compliance (IRB, IACUC, Conflict of Interest, etc.)
   - Negotiating no-cost extensions, budget amendments, and any other amendments requiring sponsor approval
   - Ensuring submission and file documentation of technical progress and final reports

II. **Funding Opportunities**- Assists faculty and staff with searching for funding opportunities through various venues available to TAMUCC; includes main contact for InfoEd SPIN+ database system user set up, searches, and training.

III. **Research Enhancement**- Responsible for coordination of college-level and university-level research enhancement program: coordinating the RFP and proposal submissions, coordinating committee review, and issuing awards; includes post award management (FAMIS accounts, budgets, amendments, and document approvals)

IV. **Texas Research Development Fund (TRDF)- Pre-Award Management**- Responsible for coordination of the research development fund program: coordinating the RFP and proposal submissions, coordinating committee review, and issuing awards; includes post award management (FAMIS accounts, budgets, amendments, and document approvals)

V. **Subcontract/Subawards and Amendments**- Prepares subcontracts/subawards and amendments issued by the University on grant/contracts awarded to the University.

VI. **Federal Initiatives**- Coordinate call for proposals for federal funding initiatives. Responsible for partnerships and efforts in Washington, DC.

VII. **Academy Speaks**- Coordinate Academy Speaks with the Bell Library

VIII. **Federal Intern**- Coordinates the selection and placement of a student intern each semester in U.S. Congressman Solomon Ortiz’s office.
IX. **Sponsored Program Workshops**- Coordinate the sponsored program workshops presented by the TAMUCC Research Office for the campus community; also participate and present in these workshops for the campus community.

X. **Customer Service**- Assists faculty and staff with various questions regarding grants and contracts.

XI. **Meetings and Trainings**- Attend and participate in staff meetings and training sessions when necessary in order to keep up to date with policies and procedures.

* Includes the following duties:
  o Reviews Request for Proposal (RFP) for which grant or contract proposal submission is being prepared.
  o Assists faculty or staff member in grant or contract proposal submission, to include: proposal sections as required by RFP, budget, budget justification, compliance forms, etc.
  o Ensures that any compliance reviews are completed, such as Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Conflict of Interest Review, etc.
  o Identifies cost sharing as either cash or in-kind, with FAMIS account numbers.
  o Routes grant or contract proposal for university approvals (PI, Chair, Dean, Associate VP & Comptroller (if have university cost sharing) and VP for Finance and Administration (if university cost sharing is over $50k) if necessary, and Provost and President (if proposal request is over $200k) if necessary, and Associate VP for Research & Scholarly Activity)
  o Submits grant and contract proposals to external sponsors, either manually or electronically.
  o Negotiates with external sponsors regarding grant or contract awards when necessary.
Jennifer Quick  
Accountant II  

I. * Division/Department Responsibilities - Responsible for grants and contracts under the following divisions/departments:
   o College of Education
   o College of Business
   o College of Liberal Arts, including Social Science Research Center
   o College of Nursing and Health Sciences
   o Associate VP for Special Projects
   o President’s Office
   o Academic Affairs
     o Trio/Title V
     o Bell Library
     o Community Outreach
     o Career Planning
     o Disability Services

II. Time and Effort Reports - Responsible for distributing and monitoring time and effort reports for all project accounts; prepares monthly outstanding time and effort report.

III. Accounts Receivables - Responsible for monitoring and ensuring that all accounts receivables are up to date and follow up on past due invoices for payment; prepares monthly outstanding accounts receivable report that is submitted electronically to Associate VP & Comptroller, Director of Research, and other post award staff.

IV. Customer Service - Assists faculty and staff with various questions regarding grants and contracts.

V. Workshops - Participate and present in workshops for campus community.

VI. Meetings and Trainings - Attend and participate in staff meetings and training sessions when necessary in order to keep up to date with policies and procedures.

* Includes the following duties:
  o Sets up new awards with accounts in FAMIS (New Account Form and Compliance Checklist Form).
  o Enters and updates post award information in the InfoEd Database system.
  o Prepares invoicing for reimbursement, tracks drawdowns, or monitors departments that do their own invoicing for reimbursement and maintains copies of these invoices.
  o Approves all FAMIS on-line documents: Requisitions, Petty Cash Reimbursements, EPA (payroll) documents, Budget Amendments, Travel vouchers, etc.
o Prepares and submits any budget amendments, extensions (start or end date changes), corrections, etc. for FAMIS, InfoEd, and Access updates.

o Prepares and submits all required financial reports.

o Follows up on outstanding accounts receivable for payment with sponsors.

o Monthly review of accounts over-budget, under-budget, etc.

o Ensures proper closeout of project accounts and file.

o Works with related Indirect Cost and Residual Accounts.

o Serves as the college’s/division’s/department’s contact person for any questions or concerns
Pamela Villafuerte-Langford  
Accountant I  

I. * Division/Department Responsibilities- Responsible for grants and contracts under the following divisions/departments:  
   o College of Science & Technology, including Blucher Institute, Center for Coastal Studies, Division of Nearshore Research, Center for Water Supply Studies, and HARTE Institute

II. Records Management- Responsible for current and closed record files, including electronic storage of current and closed records.

III. Invoices from Centers & Institutes- Collects and maintains copies of all invoices generated from the centers and institutes for grant/contract accounts.

IV. Customer Service- Assists faculty and staff with various questions regarding grants and contracts.

V. Workshops- Participate and present in workshops for campus community.

VI. Meetings and Trainings- Attend and participate in staff meetings and training sessions when necessary in order to keep up to date with policies and procedures.

VII. InfoEd- Works with student assistants to upload documents into InfoEd

* Includes the following duties:
   o Sets up new awards with accounts in FAMIS (New Account Form and Compliance Checklist Form).
   o Enters and updates post award information in the InfoEd Database system.
   o Prepares invoicing for reimbursement, tracks drawdowns, or monitors departments that do their own invoicing for reimbursement and maintains copies of these invoices.
   o Approves all FAMIS on-line documents: Requisitions, Petty Cash Reimbursements, EPA (payroll) documents, Budget Amendments, Travel vouchers, etc.
   o Prepares and submits any budget amendments, extensions (start or end date changes), corrections, etc. for FAMIS, InfoEd, and Access updates.
   o Prepares and submits all required financial reports.
   o Follows up on outstanding accounts receivable for payment with sponsors.
   o Monthly review of accounts over-budget, under-budget, etc.
   o Ensures proper closeout of project accounts and file.
   o Works with related Indirect Cost and Residual Accounts.
   o Serves as the college’s/division’s/department’s contact person for any questions or concerns
Venkata Devarapally  
System Support Specialist II  

I. **InfoEd**- Serves as system administrator and oversees the InfoEd database management system, including server and software maintenance.  

II. **Access**- Serves as system administrator and oversees the Access database system.  

III. **Reports**- Generates various types of reports from the InfoEd and Access database systems as required.  

IV. **TAMUCC Research Website**- Creates, maintains, and continually updates the TAMUCC Research Office website.  

V. **Training**- Provide training to Research Office staff and campus community (faculty and staff) when required.  

VI. **Liaison to TAMUCC Computer Services Department & Other Hardware/Vendors**- Serves as liaison to TAMUCC Computer Services Department in complying with university policies and procedures related to hardware and software maintenance; serves as liaison to other hardware/software vendors used by the TAMUCC Research Office.  

VII. **Other electronic research administration systems**- Troubleshoots and assists research staff with other electronic research administration systems.
Sakshi Dhawan
Graduate Assistant

I. Deliver and pick up mail
II. Records Maintenance- Organizing, filing, shredding, etc.
III. Invoices and Other Documents- Scanning and filing invoices and other documents
IV. Time and Effort Reports - Sorting and distribution of time and effort reports
V. Automatic Accounts Receivables
VI. Outstanding Invoice Letters- Sorting and department verification
VII. Automatic Invoices- Sorting and entering in excel table
VIII. Invoice Preparation- based on samples or incremental
IX. Labeling and Shredding old files
X. Quarterly NSF Financial Report
XI. Other Duties as Assigned
Ranjita Dey  
Graduate Assistant

I. Deliver and pick up mail

II. Records Maintenance- Organizing, filing, shredding, etc.

III. Invoices and Other Documents- Scanning and filing invoices and other documents

IV. Make folders and labels

V. Reports- Prepare a variety of reconciliations and reports on a regular basis

VI. Other Duties as Assigned
Vernell Clemmons
Student Assistant

I. Access Data-Entry- Performs access data-entry into the Access database

II. Filing and Scanning Documents

III. Deliver and Pick up mail

IV. Other Duties as Assigned