Jamie Szabo, MPA  
Leadership Team, Senior Fiscal Analyst  
Post-award Liaison

- Monthly Reports
- Award setup reviews
- CFDA/No-Federal Funds database
- BCM errors
- Fixed price transfers: log management, initial approval, data entry
- Payroll correcting entries: data entries
- Journal entry review
- A/R matching
- A/R writeoff data entry and analysis
- Award Checklist form updates

Elizabeth White, MAcc  
Compliance Specialist

- Award setup reviews
- CFDA/No-Federal Funds database
- BCM errors
- Fixed price transfers: log management, initial approval, data entry
- Payroll correcting entries: data entries
- Journal entry review
- A/R matching
- A/R writeoff data entry and analysis
- Award Checklist form updates

Post-award Compliance, Reports and Metrics

Consulting Agreements

- Review and process consulting agreements
- Quarterly Reports
- Benchmarks
- PCE analysis
- Pre-award/Advance Account monitoring
- Clinical Trials metrics
- Fixed Price analysis
- 5-Day Submission Window analysis
- Pre-award Metrics: proposals, awards

Post-award Compliance

- Awards Community Liaison (e.g., announcements, SOM G&C Workgroup, DRAC Meeting)
- Authorized Signer: Invoices, NCTEs, Subcontracts
- Policies and Procedures Team
- Sunshine requests
- Selected Service Operation rate determinations
- Assistance with Small Business Subcontracting Plans
- IDEXX/RADIL projects: projected end date 6.30.15
- Project Mizzou
- Major Projects

Reports and Metrics

- Monthly Reports
- Award setup reviews
- CFDA/No-Federal Funds database
- BCM errors
- Fixed price transfers: log management, initial approval, data entry
- Payroll correcting entries: data entries
- Journal entry review
- A/R matching
- A/R writeoff data entry and analysis
- Award Checklist form updates

Post-award Assistance

- Quarterly Reports
- Benchmarks
- PCE analysis
- Pre-award/Advance Account monitoring
- Clinical Trials metrics
- Fixed Price analysis
- 5-Day Submission Window analysis
- Pre-award Metrics: proposals, awards

Oversight: Post-award Compliance, Reports and Metrics

Post-award Liaison: Internal and External Customers

Special Projects

- Grants Community Liaison (e.g., announcements, SOM G&C Workgroup, DRAC Meeting)
- Authorized Signer: Invoices, NCTEs, Subcontracts
- Policies and Procedures Team
- Sunshine requests
- Selected Service Operation rate determinations
- Assistance with Small Business Subcontracting Plans
- IDEXX/RADIL projects: projected end date 6.30.15
- Project Mizzou
- Major Projects
Jill Ferguson
Leadership Team, Senior Fiscal Analyst
Pre-award Liaison

Fuad Khaleel, M.A.
Compliance Specialist

- Assist Policies and Procedure Team
- Assist pre-award staff
- Shadow pre-award staff

Pre-award Compliance
- Legal Approvals database
- MU agreement annual reviews
- E-Verify monitoring (monthly)
- RCR monitoring (monthly)

Pre-award Assistance
- Pre-award management
- Post-award management
- Clinical Trials Administrative Process Workgroup

Clinical Trials
- Pre-award management
- Post-award management
- Clinical Trials Administrative Process Workgroup

Oversight: Clinical Trials, Pre-award Compliance, Policies and Procedures, Consulting Agreements
Pre-award Liaison: Internal and External Customers
Special Projects

- Grants Community Liaison (e.g., announcements, SOM G&C Workgroup, DRAC Meeting)
- Authorized Signer: Clinical Trials, Consulting Agreements
- Policies and Procedures Team
- Conflict of Interest liaison
- Selected Service Operation rate determinations
- Major Projects
- Federal Demonstration Partnership (FDP)
- Troublesome Clauses Database
- Committee activities
Jeremy Cox, CPA  
Leadership Team, Lead Accountant

Hannah Mitchell, MAcc  
Compliance Specialist

- Audits
  - Audit coordination
  - Closeout audits

- Construction
  - Pre-award management
  - Post-award management

- Salary Cap Monitoring and Management
  - DHHS Salary Cap monitoring

- Post-award Compliance
  - Suspense check log
  - Unclaimed wires management
  - PCEs initial review
  - Prime letters
  - SEFA query

- Post-award Assistance
  - Assist Policies and Procedures Team
  - Assist Post-award Pods
  - Shadow Post-award Pods

- American Recovery and Reinvestment Act (ARRA)
  - ARRA updates (monthly)
  - ARRA subcontract reporting
  - ARRA PI notices (quarterly)

Oversight: Audits, Post-award Compliance, Salary Cap, ARRA

- Policies and Procedures Team
- F&A Waiver review and analysis
- DHHS Salary Cap monitoring
- ARRA monthly review
- ARRA closeout review
Subcontracts, Submissions

**Leadership Team, Submissions Administrator**

- **Karen Geren**
  - Leadership Team, Submissions Administrator
  - Subcontracts, Submissions
    - Monthly Reports
      - Award setup reviews
      - CFDA/No Federal Funds database
      - BCM errors
      - Fixed price transfers: log management, initial approval, data entries
      - Payroll correcting entries: data entry
      - Journal entry review
      - A/R matching
      - A/R writeoff data entry and analysis
      - Award Checklist form updates
    - Quarterly Reports
      - Benchmarks
      - PCE Analysis
      - Pre-award/Advance Account Monitoring
      - Clinical Trials Metrics
      - Fixed Price Analysis
      - 5-Day Submission Window Analysis
      - Pre-award Metrics: proposals, awards
    - Post-award Compliance
      - Manage subcontracts and awards for the Mizzou campus and System
      - Pre-award assistance: fieldwork
      - Grants Community announcements (submissions-related)
      - GrantsDC Inbox
      - Freedom of Information Act requests
      - Non-OSPA accesses to submissions-related activities
      - SAM--CCR, ORCA, EPLS
      - FedConnect monitoring (monthly)
    - Post-award Assistance
      - Assist Submissions Administrator
      - Assist Policies and Procedures Team
      - Assist Post-award Pods
      - Shadow Post-award Pods
    - Manage Subcontracts Inbox
    - Review and process subcontracts

- **Tim Butts**
  - Compliance Specialist
  - Subcontracts: Oversight and Management
    - Monthly Reports
      - Award Ratio and Statistics
      - Award Review Metrics
      - Dunning Letters
      - Recon Reports, Logs, and Queries
      - ONR Expired
    - Quarterly Reports
      - Benchmarks
      - PCE Analysis
      - Pre-award/Advance Account Monitoring
      - Clinical Trials Metrics
      - Fixed Price Analysis
      - 5-Day Submission Window Analysis
      - Pre-award Metrics: proposals, awards
    - Post-award Compliance
      - Assist Submissions Administrator
      - Assist Policies and Procedures Team
      - Assist Post-award Pods
      - Shadow Post-award Pods
    - Manage Subcontracts Inbox
    - Review and process subcontracts

- **Post-award Compliance**
  - Monthly Reports
  - Quarterly Reports
  - Post-award Compliance
  - Post-award Assistance

- **Reports and Metrics**
  - Monthly Reports
  - Quarterly Reports
  - Post-award Compliance
  - Post-award Assistance

*Oversight: Jamie Szabo*
American Recovery and Reinvestment Act

*Oversight: Jeremy Cox

Michelle Schaben
ARRA Manager

• ARRA reporting
• ARRA reporting review
Administrative Support

- Checks
- Wire transfers
- Monitor Tiger Team Inbox
- Consulting Agreement initial review, routing, and tracking

*Managed by Megan Wilbanks