Roles & Responsibilities

OFFICE OF RESEARCH ADMINISTRATION

Kloo Hansen
Director of Research

kchansen@wcu.edu

Samantha Ellithorpe
Pre-Award Manager

sellithorpe@wcu.edu

Matt Salerno
Research Services Coordinator

msalerno@wcu.edu

IDENTIFICATION OF FUNDING OPPORTUNITIES

TASKS	ORA	PI
Search for funding opportunities.	X	X
Manage the limited submission selection process.	X	
Determine the type of funding (gift, grant, contract, etc.).	X	
Determine institutional and PI eligibility.	X	X
Obtain and interpret proposal guidelines.	X	X
Provide guidance on funding opportunities.	X	

PROPOSAL PREPARATION

TASKS	ORA	PI
Determine institutional and PI eligibility.	X	X
Provide guidance on proposal preparation.	X	
Develop the scientific/scholarly/technical proposal content.		X
Create proposal budget and budget justification.	X	X
Prepare proposals in InfoEd for routing and approval.	X	
Prepare the administrative sections of the proposal.	X	X
Provide guidance on the non-technical components.	X	X

PROPOSAL PREPARATION

TASKS	ORA	PI
Identify the need for cost sharing funds.	X	X
Ensure faculty are not over the maximum allowed effort.	X	X
Identify subcontractors/collaborators.		X
Obtain contractor/subrecipient documents and forms.	X	X
Secure letters of support.	X	X
Complete compliance requirements (IRB, IACUC, COI, etc.)		X

COST SHARING

TASKS	ORA	PI
Review sponsor guidelines to determine cost share and matching requirement.	X	X
Review and approve cost share commitment.	X	
Obtain Department and College approval for cost sharing.		X
Monitor and review that cost sharing commitment is met.	X	X

PROPOSAL REVIEW & SUBMISSION

TASKS	ORA	PI
Prepare and submit proposals in InfoEd.	X	
Review & approve proposal at PI, Dept, and College level.		X
Review proposal for compliance and accounting standards.	X	
Review and revise the budget and proposal, as necessary.	X	X
Submit proposals to sponsors after institutional approval.	X	
Retain institutional copy of the proposal.	X	
Upon request by PI, provide access to sponsored systems.	X	