# OSRP WORK ASSIGNMENTS

**Pre-Award Duties:** Proposal Submissions, Budget Allocations, Outgoing Sub-agreements, No-Cost Extensions, Prior Approval Requests, Account Access (Cayuse, eRA Commons, Grants.gov, etc.)

**Post-Award Duties:** Budget Set-up in Banner, Fund/Report Closeout, Financial Reports, Personnel/People Admin, Invoicing, Stipends, Time and Effort Reporting, Travel, Tuition & Fees, Work-Aid, Incoming Sub-Agreement Invoices, Budget Transfers, Requisitions

| School/College/Institute/Unit | Pre-Award Contact | Post-Award Contact |
|---|---|---|
| Biomanufacturing Research Institute and Technology Enterprise | Kendra Cardwell/John Sites | Kathy Riggsbee |
| Biomedical/Biotechnology Research Institute | Kendra Cardwell/John Sites | Seifu Hailemichael |
| College of Health and Sciences | Kendra Cardwell/John Sites | Seifu Hailemichael |
| College of Arts, Social Sciences and Humanities | Kendra Cardwell/John Sites | Seifu Hailemichael |
| Financial Affairs | Kendra Cardwell/John Sites | Kathy Riggsbee |
| Office of the Chancellor | Kendra Cardwell/John Sites | Kathy Riggsbee |
| Academic Affairs | Kendra Cardwell/John Sites | Kathy Riggsbee |
| Research and Sponsored Programs | Kendra Cardwell/John Sites | Seifu Hailemichael |
| School of Business | Kendra Cardwell/John Sites | Seifu Hailemichael |
| School of Education | Kendra Cardwell/John Sites | Kathy Riggsbee |
| School of Law | Kendra Cardwell/John Sites | Seifu Hailemichael |
| School of Library and Information Sciences | Kendra Cardwell/John Sites | Kathy Riggsbee |
| Student Affairs | Kendra Cardwell/John Sites | Kathy Riggsbee |

**Additional Contact Information:**

- Personnel/People Admin and Stipends – Sheron Lyon (sdlyon@nccu.edu)
- Requisitions – Managed by Post-Award Contacts listed above for the respective School/College/Institute/Unit.
- Incoming Sub Agreement Invoices – Jamille Smith (jsmit596@nccu.edu)
- Budget Transfers –
    - Kathy approves for funds: 550XXX, 551XXX, 556XXX, and 557XXX
    - Seifu approves for funds: 552XXX, 554XXX, 555XXX, and 558XXX