

SPA SERVICE STANDARDS

- **COMMUNICATION:**
 - All e-mail/voicemail will be answered within one (1) business day of receipt.

- **PROPOSAL PROCESSING:**
 - Proposals will be reviewed and processed within five (5) business days.
 - Electronic system (eraCommons, Fastlane, etc.) IDs will be established within one (1) business day of request.

- **AWARD ACTIVITIES:**
 - Award and associated cost-share FOAPALS are contingent on receipt of required paperwork (i.e., IRB approval) and will be established within five (5) business days; 10 business days if complex (multiple sub-indices and/or subcontracts).
 - GFAs will be distributed via e-mail within 10 business days of action.
 - Cost transfer requests will be posted to Banner within 10 business days of receipt of appropriate request (Expenditure Transfer Request Form).
 - Cost-share funding transfers will be completed within 10 business days of receipt and/or verification of budget and source information from department (or within 10 business days of expiration of time period allotted for same).
 - Initial review of requisitions and CORs in queue within five (5) business days. Result is approval/rejection or forward to Export Control Officer for additional review.
 - Requests for changes to award (no-cost extension, rebudget, change in PI, etc.) will be processed within five (5) business days of receipt.
 - Award end date notification will occur at 90 and 30 day intervals prior to end date.
 - Award closeout in Banner will take place within 90 days of FSR submission if no outstanding/pending charges to project; 180 days for fixed price projects.

- **CONTRACT AND SUBCONTRACT PROCESSING:**
 - Contracts will be sent to legal within two (2) business days of receiving complete information (contract, affirmation memo and sponsor contact info, at minimum).
 - SPA will sign agreements within two (2) business days of receipt of legal approval.
 - Contracts will be sent to the appropriate sponsor within two (2) business days of complete Institutional sign off.
 - Subcontract issuance will occur within 10 business days of award establishment.
 - Subcontract invoices will be sent to departments for review within three (3) business days of receipt.

SPONSORED PROGRAM ADMINISTRATION

5057 Woodward Ave., 13th Floor, Room #13202, Detroit, MI 48202

Phone: (313) 577-3726 Fax: (313) 577-5055 or (313) 577-2484

SPONSORED PROGRAMS - ADMIN

		<u>Position</u>	<u>Phone</u>	<u>Email</u>
<i>Gail</i>	<i>Ryan</i>	<i>Senior Director</i>	<i>577-6595</i>	<i>ak1293@wayne.edu</i>

TEAM A

Denise	Reid	Manager	577-0554	aa6741@wayne.edu
Adjwoa	Chike	G & C Officer III	577-9554	dz4911@wayne.edu
Alka	Doshi	G & C Officer III	577-9924	aa2664@wayne.edu
Don	Wonsowicz	G & C Officer III	577-6734	ab3635@wayne.edu

TEAM B

Karen	Watkins-Hollowell	Manager	577-0555	ac1574@wayne.edu
Lauren	Konchel	G & C Officer III	577-9848	dx1993@wayne.edu
Sophia	Johnson-Parks	G & C Officer III	577-9340	ah7195@wayne.edu
April	Spraggins	G & C Officer III	577-5864	au0477@wayne.edu

TEAM C

Tim	Foley	Manager	577-8357	ac6764@wayne.edu
Lisa	Ellis	G & C Officer III	577-9120	ak5050@wayne.edu
Andrea	Hill	G & C Officer III	577-4806	av9758@wayne.edu
Lisa	Gruenawald	G & C Officer III	577-6596	ah8208@wayne.edu

CONTRACT ADMINISTRATION

Patty	Yuhas Kieleszewski	Manager	577-9227	aa6841@wayne.edu
Liane	Lehto	G & C Officer III	577-7945	ag4888@wayne.edu
Rissa	Long	G & C Officer III	577-0192	aa3817@wayne.edu
Mike	Maher	G & C Officer III	577-9490	ak1402@wayne.edu
Rosalind	Stokely	Program/Project Asst. I	577-2292	ac5315@wayne.edu

ACCOUNTING SERVICES

LaShonda	Cooley	Assoc. Director	577-2142	an7095@wayne.edu
Priscilla	Amjad	Accountant II	577-3689	du1280@wayne.edu
Kerry	Davis	Accountant III	577-3275	ao0321@wayne.edu
Danielle	Villanueva	Accountant I	577-9342	ab2042@wayne.edu

SUPPORT STAFF

Jody	Cooper	Office Supervisor	577-4885	eh2715@wayne.edu
Lawanna	Dean	Program Rec. Clerk Sr.	577-2294	ac6353@wayne.edu
Nicole	Moore	Accounting Asst.	577-2283	ar8778@wayne.edu

STUDENT ASSISTANT/TECH

Alicia	Russell	Student Assistant	577-9053	at4348@wayne.edu
Amber	Stokely	Student Assistant	577-3726	aw2193@wayne.edu
Amy	Lafnear	Student Assistant	577-2283	eb8659@wayne.edu
Jaclyn	Kinney	Student Assistant	577-1445	dz2914@wayne.edu
Jennifer	Hurley	Student Assistant	577-2283	aw9142@wayne.edu
Jonathon	Klyce	Student Assistant	577-2283	ax3589@wayne.edu
Kristy	Allen	Professional Tech	577-3726	ed1487@wayne.edu

SPONSORED PROGRAMS - FINANCE

Financial Reporting, Billing/Accounts Receivable and Institutional Support

5057 Woodward Ave., 6th Floor, Room #6306, Detroit, MI 48202

Phone: (313) 577-3693 Fax: (313) 577-5055 or (313) 577-2484

SPONSORED PROGRAMS -FINANCE

		<u>Position</u>	<u>Phone</u>	<u>Email</u>
<i>Marlene</i>	<i>Erno</i>	<i>Senior Director</i>	<i>577-6594</i>	ac8658@wayne.edu

INST. SUPPORT TEAM

Patrick	Maher	Assoc. Director	577-6597	ac1547@wayne.edu
Channon	Freeman	Accountant III	577-1587	ah6280@wayne.edu
Regina	Irby	Accountant II	577-1666	aa5628@wayne.edu
Grace	Xu	Accountant II	577-1786	ag3128@wayne.edu

BILLING/ACCOUNTS TEAM

Steve	Baggett	Assoc. Director	577-3735	ac3931@wayne.edu
Abdul	Daudpota	Accountant I	577-3362	ak3316@wayne.edu
Vacant	Vacant	Accountant I	577-4774	n/a
Brian	Weaver	Accountant III	577-2817	am1624@wayne.edu

FINANCIAL REPORTING TEAM

Jerry	MacDonald	Assoc. Director	577-2852	ac1658@wayne.edu
Anthony	Birnbyer	Accountant III	577-4589	ac5955@wayne.edu
Steve	Chatman	Accountant I	577-6602	ea4573@wayne.edu
Marty	Kuznia	Accountant I	577-3547	ab4744@wayne.edu
Mimi	Sultana Majid	Accountant II	577-9663	ae5000@wayne.edu
Ying	Yuan	Accountant I	577-6598	aj1957@wayne.edu
Lucy	Liu	Accountant III	577-6599	ag5221@wayne.edu
Tareta	Johnson	Accountant I	577-1963	ad2510@wayne.edu

SUPPORT STAFF

Velda	Slaughter	Ofc. Service Clerk Sr.	577-3693	ac2739@wayne.edu
Amel	Alibasic	Student Assistant	577-0378	dw3060@wayne.edu
DeLorean	Cotton	Student Assistant	577-3693	aq7718@wayne.edu

Sponsored Program Officers by Unit

<u>Unit Name</u>	<u>Grant & Contract Officer</u>	<u>Phone</u>	<u>Email</u>	<u>Manager</u>
Anatomy	Don Wonsowicz	7-6734	ab3635	Denise Reid
Anesthesiology	Don Wonsowicz	7-6734	ab3635	Denise Reid
Athletics	Alka Doshi	7-9924	aa2664	Denise Reid
Biochemistry	April Spraggins	7-5864	au0477	Karen Watkins-Hollowell
Biology	Adjwoa Chike	7-9554	dz4911	Denise Reid
Business Administration	Adjwoa Chike	7-9554	dz4911	Denise Reid
Business and Aux Ops	Lisa Ellis	7-9120	ak5050	Tim Foley
Cancer Institute	Alka Doshi	7-9924	aa2664	Denise Reid
Cardiovascular Research Inst	April Spraggins	7-5864	au0477	Karen Watkins-Hollowell
Center for Health Effectiveness Res	Don Wonsowicz	7-6734	ab3635	Denise Reid
Chemistry	Adjwoa Chike	7-9554	dz4911	Denise Reid
CMMG	Lisa Ellis	7-9120	ak5050	Tim Foley
College of Education	Lisa Gruenawald	7-6596	ah8208	Tim Foley
College of Science - Misc	Don Wonsowicz	7-6734	ab3635	Denise Reid
Communications	Don Wonsowicz	7-6734	ab3635	Denise Reid
Computer Science	Don Wonsowicz	7-6734	ab3635	Denise Reid
CULMA	Sophia Johnson-Parks	7-9340	ah7195	Karen Watkins-Hollowell
Dermatology	April Spraggins	7-5864	au0477	Karen Watkins-Hollowell
Developmental Disabilities Inst	Sophia Johnson-Parks	7-9340	ah7195	Karen Watkins-Hollowell
Division of Research	Lisa Ellis	7-9120	ak5050	Tim Foley
Emergency Medicine	Andrea Hill	7-4806	av9758	Tim Foley
Engineering - Auto Research Ctr	Lauren Konchel	7-9848	dx1993	Karen Watkins-Hollowell
Engineering - Biomedical	Sophia Johnson-Parks	7-9340	ah7195	Karen Watkins-Hollowell
Engineering - Chemical	Sophia Johnson-Parks	7-9340	ah7195	Karen Watkins-Hollowell
Engineering - Civil	April Spraggins	7-5864	au0477	Karen Watkins-Hollowell
Engineering - Dean's Office	Lauren Konchel	7-9848	dx1993	Karen Watkins-Hollowell
Engineering - Electrical & Computer	April Spraggins	7-5864	au0477	Karen Watkins-Hollowell
Engineering - Ind & Mfg	Lauren Konchel	7-9848	dx1993	Karen Watkins-Hollowell
Engineering - Mechanical	Lauren Konchel	7-9848	dx1993	Karen Watkins-Hollowell
Engineering Technology	Lauren Konchel	7-9848	dx1993	Karen Watkins-Hollowell
Family Medicine	Lauren Konchel	7-9848	dx1993	Karen Watkins-Hollowell
Fine & Performing Arts	Lisa Gruenawald	7-6596	ah8208	Tim Foley
Geology	Adjwoa Chike	7-9554	dz4911	Denise Reid
Graduate School	Lisa Gruenawald	7-6596	ah8208	Tim Foley

Sponsored Program Officers by Unit

<u>Unit Name</u>	<u>Grant & Contract Officer</u>	<u>Phone</u>	<u>Email</u>	<u>Manager</u>
Immunology & Microbiology	Lauren Konchel	7-9848	dx1993	Karen Watkins-Hollowell
Internal Med - Cardiology	Lauren Konchel	7-9848	dx1993	Karen Watkins-Hollowell
Internal Med - Endocrinology	Lauren Konchel	7-9848	dx1993	Karen Watkins-Hollowell
Internal Med - Gastro	Lisa Ellis	7-9120	ak5050	Tim Foley
Internal Med - General Med	Lauren Konchel	7-9848	dx1993	Karen Watkins-Hollowell
Internal Med - Hem/Onc	Lisa Ellis	7-9120	ak5050	Tim Foley
Internal Med - Infectious Dis	Andrea Hill	7-4806	av9758	Tim Foley
Internal Med - Nephrology	Lauren Konchel	7-9848	dx1993	Karen Watkins-Hollowell
Internal Med - Pulmonary	Andrea Hill	7-4806	av9758	Tim Foley
Internal Med - Rheumatology	Lauren Konchel	7-9848	dx1993	Karen Watkins-Hollowell
Internal Medicine (catch all)	Lauren Konchel	7-9848	dx1993	Karen Watkins-Hollowell
Judaic Center	Sophia Johnson-Parks	7-9340	ah7195	Karen Watkins-Hollowell
Law School	Lisa Gruenawald	7-6596	ah8208	Tim Foley
Liberal Arts - Misc	Don Wonsowicz	7-6734	ab3635	Denise Reid
Mathematics	Don Wonsowicz	7-6734	ab3635	Denise Reid
Med School - Research and Grad Prgm	April Spraggins	7-5864	au0477	Karen Watkins-Hollowell
Medical Acad & Student Programs	April Spraggins	7-5864	au0477	Karen Watkins-Hollowell
Medicine - Dean's office	Andrea Hill	7-4806	av9758	Tim Foley
Neurology	Sophia Johnson-Parks	7-9340	ah7195	Karen Watkins-Hollowell
Neurosurgery	April Spraggins	7-5864	au0477	Karen Watkins-Hollowell
Nursing	Lisa Ellis	7-9120	ak5050	Tim Foley
Nutrition & Food Science	Don Wonsowicz	7-6734	ab3635	Denise Reid
Ob/Gyn	Adjwoa Chike	7-9554	dz4911	Denise Reid
Office of the President	Lisa Ellis	7-9120	ak5050	Tim Foley
Ophthalmology	April Spraggins	7-5864	au0477	Karen Watkins-Hollowell
Orthopedic Surgery	Andrea Hill	7-4806	av9758	Tim Foley
Otolaryngology	Sophia Johnson-Parks	7-9340	ah7195	Karen Watkins-Hollowell
Pathology	Lauren Konchel	7-9848	dx1993	Karen Watkins-Hollowell
Pediatrics	Lisa Gruenawald	7-6596	ah8208	Tim Foley
Pharmacology	April Spraggins	7-5864	au0477	Karen Watkins-Hollowell
Pharmacy	Andrea Hill	7-4806	av9758	Tim Foley
Phys Med & Rehab	April Spraggins	7-5864	au0477	Karen Watkins-Hollowell
Physics	Don Wonsowicz	7-6734	ab3635	Denise Reid
Physiology	April Spraggins	7-5864	au0477	Karen Watkins-Hollowell

Sponsored Program Officers by Unit

<u>Unit Name</u>	<u>Grant & Contract Officer</u>	<u>Phone</u>	<u>Email</u>	<u>Manager</u>
Provost & VP Academic Affairs	Sophia Johnson-Parks	7-9340	ah7195	Karen Watkins-Hollowell
Psychiatry	Sophia Johnson-Parks	7-9340	ah7195	Karen Watkins-Hollowell
Psychology	Alka Doshi	7-9924	aa2664	Denise Reid
Radiation Oncology	Andrea Hill	7-4806	av9758	Tim Foley
Radiology	Andrea Hill	7-4806	av9758	Tim Foley
Social Work	Sophia Johnson-Parks	7-9340	ah7195	Karen Watkins-Hollowell
Surgery	Andrea Hill	7-4806	av9758	Tim Foley
Translational Res/Clin Epid (TraCE)	Lauren Konchel	7-9848	dx1993	Karen Watkins-Hollowell
University Libraries	Adjwoa Chike	7-9554	dz4911	Denise Reid
University Press	Sophia Johnson-Parks	7-9340	ah7195	Karen Watkins-Hollowell
Urology	Alka Doshi	7-9924	aa2664	Denise Reid

DEPARTMENT: _____

COLLEGE: _____

Checklist for Roles and Responsibilities

	Activity	Comments	Department Grant Administrator Responsibility	Primary Department Grant Administrator	Secondary/ Back-up Department Grant Administrator
✓	Pre-Award Activities:				
<input type="checkbox"/>	2. Process gift paperwork	Paperwork and check/award processed by GA with SPA input	Primary		
<input type="checkbox"/>	3. Understanding of Grantor proposal rules and guidelines	All must know these	X		
<input type="checkbox"/>	5. Prepare budget – format and upload	Format and upload for submission should be done by the GA under the PI's guidance	Primary		
<input type="checkbox"/>	8. Prepare proposal elements for submission – format and upload	Format and upload for submission can be done by the GA and/or PI	Primary		
<input type="checkbox"/>	12. Make necessary copies of proposal	GA should do this	Primary		
<input type="checkbox"/>	13. Submit proposal to grantor	Follow sponsor's requirements	X		
<input type="checkbox"/>	14. Forward copy of submitted proposal to SPA	GA should do this	Primary		
<input type="checkbox"/>	16. Request a tentative account be established	PI approves and GA submits paperwork	X		

	Activity	Comments	Department Grant Administrator Responsibility	Primary Department Grant Administrator	Secondary/ Back-up Department Grant Administrator
✓	20. Understanding of Award terms and conditions	All partners need to know the terms and conditions in order to manage the award	X		
	Post-Award Activities:				
<input type="checkbox"/>	22. Finalize budgets for wards	PI must review and approve	X		
<input type="checkbox"/>	24. Process personnel documents to allocate charges	GA can process documents with PI input	Primary		
<input type="checkbox"/>	25. Process non-personnel expenditure documents	GA can process documents with PI input	Primary		
	26. Subcontracting activities including:				
<input type="checkbox"/>	➤ Approve subcontract invoices-identify problems	PI approves work -- GA approves appropriate charge and communicates problems to PI and SPA	X		
<input type="checkbox"/>	➤ Close-out subcontract	GA should report on expenditures	X		
<input type="checkbox"/>	28. Monitor budget vs. expense	With good tools, GA can monitor budgets and report to PI	Primary		
<input type="checkbox"/>	29. Review expenditure requests	PI and GA do the programmatic and financial review	X		
<input type="checkbox"/>	31. Identify need for and request cost transfer	PI and GA identify when a transfer is needed	X		

	Activity	Comments	Department Grant Administrator Responsibility	Primary Department Grant Administrator	Secondary/ Back-up Department Grant Administrator
✓ <input type="checkbox"/>	32. Approve and process cost transfer	GA processes the document and SPA approves	X		
	33. Revenue management including:				
<input type="checkbox"/>	➢ Preparation/ submission of financial status reports		X		
<input type="checkbox"/>	➢ Preparation/ submission of invoices or periodic billing		X		
<input type="checkbox"/>	➢ Account receivable follow-up	The circumstances that would require PI or GA involvement with A/R follow-up should be defined	X		
<input type="checkbox"/>	34. Initiate request for modification, change to grant/contract		X		
	36. Close-out activities including:				
<input type="checkbox"/>	➢ Financial Reporting /Invoicing		X		

COLLEGE: _____

Checklist for Roles and Responsibilities

✓	Activity	Comments	College Responsibility	Primary Individual	Secondary Individual
	Pre-Award Activities:				
<input type="checkbox"/>	4. Development of the Proposal Budget Content	Budget decisions made by the PI with input from the school/college	X		
<input type="checkbox"/>	7. Develop other proposal elements -- discussion, decision	Decisions made by the PI with input from the school/college	X		
<input type="checkbox"/>	9. Review proposal to ensure college rules are followed		Primary		
<input type="checkbox"/>	10. Review proposal for institutional assurances, ensure completeness of proposal		X		
<input type="checkbox"/>	17. Review and approve/guarantee tentative request		X		