

# OFFICE OF SPONSORED RESEARCH AND PROGRAMS

**VACANT, DIRECTOR**

## **PRE AWARD**

**KENDRA CARDWELL, ASSISTANT DIRECTOR**

**VACANT, RESEARCH ADMINISTRATOR**

Duties: Proposal Submissions, Budget Allocations, Outgoing Subagreements, No-Cost Extensions, Budget Transfers/Revisions, Prior Approval Requests

## **POST AWARD**

**VACANT, ASSISTANT DIRECTOR**

**KATHY RIGGSBEE, RESEARCH ADMINISTRATOR (SR)**

**SEIFU HAILEMICHAEL, RESEARCH ADMINISTRATOR**

**NYA BROWN, RESEARCH ADMINISTRATOR**

**KAREN COLEMAN, RESEARCH ADMINISTRATOR**

**SHERON LYON, HUMAN RESOURCES SPECIALIST**

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