YSPH Office of Finance and Administration Contact:

Pre-Award: Kathy Fisher kathleen.fisher@yale.edu 5-6904 Associate Director of Pre-Award

Pre-Award Support: Connie Russell connie.russell@yale.edu 7-5657 Jadwiga Kawka jadwiga.kawka@yale.edu 5-2821

Pre-Award Support Responsibilities:

- Develop budgets and provide overall coordination of all grant applications, sub-contracts and agreements; create and maintain a time line to ensure all deadlines are met; assist grant assistants with complex biosketches and other support documents.
- Keep abreast of laws, regulations, external and internal policies and procedures governing the administration of federal and private grants and contracts and serve as a resource to faculty and staff.
- Review research proposals for accuracy and completeness prior to forwarding to GCA.
- Assist faculty and grant administrative assistant with complex annual progress reports (RPPR).

Post-Award: Will Lawson william.lawson@yale.edu 5-6873 and Kim Fiorentino kimberly.fiorentino@yale.edu 5-6892

Co-Directors of Post-Award

Post-Award Support: Anna Bartek anna.bartek@yale.edu 5-2865 Accounting Manager

Accountants: Katerina Bondi katerina.bondi@yale.edu 52634 Dorothy Lohnau dorothy.lohnau@yale.edu 5-4860

Andrea Rogers andrea.rogers@yale.edu 5-7448 Accounting Manager

Accountants: Jacob Altland jacob.altland@yale.edu 5-3254 Anne Nicotra anne.nicotra@yale.edu 5-5360

Post-Award Support Responsibilities:

- Manage extramural grants, contracts, sub-awards, startup funds and any other internal accounts; review for completeness and approve for payment all EMS reimbursements, including P-card transactions; ensure compliance with university and departmental policies and procedures for P-card use.
- Process all invoices and other financial documentation related to grant expenditures; review outgoing materials for completeness, accuracy, and correct dates, sign and approve.
- Reconciliation of grant expenditures; provide monthly reports to PI for review and signature; using Yale’s effort reporting system, create effort reports on all sponsored project and send to PI for certification.
- Work in conjunction with a multi-person administrative team to ensure efficient and effective work flow.

YSPH Department Contacts:

Academic Administrative Support:

Academic Administrative Support Responsibilities:

- Coordinate all administrative facets of classroom teaching, including arrangements for classroom needs, syllabus preparation, handouts, copying, arranging guest speakers and extra-curricular plans and activities; upload class assignments to Classes v2 (Yale’s course management system); prepare PowerPoint presentations.
- Prepare all requests for reimbursements; process EMS reimbursements. Ensure compliance with university and departmental policies and procedures for P-card use.
- Schedule and coordinate meetings and appointments; coordinate travel arrangements.
- Proofread correspondence, reports, syllabi, and manuscripts including those with mathematical equations, statistical reports, graphs, slide presentations, correspondence, reports and other materials. Compose and draft routine correspondence for signatures as assigned. Review outgoing materials for completeness, accuracy, dates and appropriate signatures and approvals.
- Order supplies; mail collection and distribution; including shipping.

Grant Administrative Support:

Grant Administrative Support Responsibilities:

- Coordinate and prepare all grant and contract materials for faculty, including all sub-contract documentation; review for completeness, assemble the grant application using Proposal Development. Work with pre-award on complex proposal submissions.
- Maintain complex biosketches and other support documents
- Assist in progress reports submissions (RPPR)
- Process all paperwork and requests to HIC and IACUC
- Review all biosketches, proposals and progress reports making sure all federally funded papers cited are compliant with the Public Access Policy