## Office of Research Administration
### Responsibilities and Departmental Assignments – Grants and Contracts Administrators

<table>
<thead>
<tr>
<th>PRE-AWARD</th>
<th>POST-AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Melissa Laurenti</strong></td>
<td><strong>Shana Burnett</strong></td>
</tr>
<tr>
<td>Business/Fiscal Operations Coordinator</td>
<td>Accountant II</td>
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</tbody>
</table>

**Agency Proposal Requirements, Budgets, PeopleSoft Assistance, Electronic Submission, Award Status, All Sub-Contracts**

**Grants & Contracts Invoicing, Financial Reports, Closeouts, Grant Spending, Technology Transfer Accounting**

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<tr>
<td><strong>Brenda Stutte</strong></td>
<td><strong>Rochelle Robinson</strong></td>
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<tr>
<td>Grants &amp; Contracts Specialist</td>
<td>Senior Accountant</td>
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</tbody>
</table>

**Agency Proposal Requirements, Budgets, PeopleSoft Assistance, Electronic Submission, Award Status, Internal Awards**

**Grants & Contracts Invoicing, Financial Reports, Closeouts, Grant Spending**

### UNITS SERVED

- **Academic Affairs**
- **College of Business Administration**
- **Center for Transportation Studies**
- **Information Systems**
- **International Business Institute**
- **Marketing**
- **Supply Chain & Analytics**
- **Career Services**
- **Center for Teaching & Learning**
- **Center for the Humanities**
- **College of Education**
- **Center Character & Citizenship**
- **Center for Human Origin & Cultural Diversity**
- **Child Development Center**
- **Education Preparation, Innovation, & Research**
- **Education Sciences & Professional Programs**
- **College of Nursing**
- **College of Optometry**
- **Faculty Instructional Support**
- **Graduate School**
- **Information Technology Services**
- **Innovative Technology Enterprises (ITE)**
- **KWMU Radio**
- **Libraries**
- **Missouri Institute of Mental Health**
- **Multicultural Relations**
- **Office of International Studies & Programs**
- **Office of Research Administration**
- **Planning & Construction**
- **Police Department**
- **Public Policy Research Center**
- **Public Policy Administration**
- **Special Units Chancellor**
- **Student Affairs**
- **Student Financial Aid**
- **Student Life**
- **Student Support Services**
- **Technology & Learning Center**
- **Touhill/Performing Arts**
- **UMSL/Wash U Engineering**

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<thead>
<tr>
<th>PROPOSAL PREPARATION</th>
<th>DISCOVERIES &amp; INVENTIONS</th>
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<tbody>
<tr>
<td><strong>Cynthia Jobe</strong></td>
<td><strong>Tamara Wilgers</strong></td>
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</tbody>
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**Assistance with strategy, funding opportunity identification, proposal preparation**

**Assistance with invention disclosure, IP protection/licensing (patents & copyrights), material transfer agreements (MTAs), service agreements, NDAs, etc.**