## Office of Research Administration
### Responsibilities and Departmental Assignments

### PRE-AWARD
- **Melissa Laurenti**
  - Business/Fiscal Operations Coordinator
  - laurentim@umsl.edu
  - 314-516-5894
  - Agency Proposal Requirements, Budgets, PeopleSoft Assistance, Electronic Submission, Award Status, All Sub-Contracts

- **Brenda Stutte**
  - Grants & Contracts Specialist
  - stutte@umsl.edu
  - 314-516-5897
  - Agency Proposal Requirements, Budgets, PeopleSoft Assistance, Electronic Submission, Award Status, Grant Spending, Technology Transfer Accounting

### POST-AWARD
- **Monica Meyers**
  - Grants Accountant
  - meyersml@umsl.edu
  - 314-514-5893
  - Claims & Invoicing, Closeouts, Technology Transfer Accounting

- **Rochelle Robinson**
  - Senior Accountant
  - robinsonroc@umsl.edu
  - 314-516-5862
  - Grants & Contracts Invoicing, Financial Reports, Closeouts, Grant Spending

### UNITS SERVED
- Academic Affairs
- Career Services
- Center for Teaching & Learning
- College of Business Administration
- Ctr for Business & Industrial Studies
- Center for Transportation Studies
- Information Systems
- International Business Institute
- Marketing
- Supply Chain & Analytics
- 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
- Community Innovation & Action Ctr.
- Faculty Instructional Support
- Graduate School
- Honors College
- 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
- Special Units Chancellor
- Student Affairs
- Student Financial Aid
- Student Life
- Student Support Services
- Technology & Learning Center
- Touhill/Performing Arts
- UMSL/Wash U Engineering
- College of Arts & Sciences
- Anthropology
- Art & Design
- Biology
- Center for Behavioral Health
- Center for Neurodynamics
- Center for the Humanities
- Center for Trauma Recovery
- Chemistry & Biochemistry
- Child Advocacy Center
- Communication
- Criminology & Criminal Justice
- Economics
- English
- Foreign Languages & Cultural Studies
- Gallery 210
- History
- Mathematics & Computer Science
- Military & Veterans Studies
- Music
- Philosophy
- Physics & Astronomy
- Political Science
- Psychological Sciences
- Public Policy Administration
- Psychological Services
- School of Fine & Performing Arts
- Sociology, Gerontology, & Gender
- Theatre & Cinema Arts
- Whitney Harris World Ecology Ctr.
- School of Social Work
- UM Research Board Awards
- UMSL Junior Faculty Travel Grants
- UMSL Research Awards

### PROPOSAL PREPARATION
- **Cynthia Jobe**, Lead Grant Writer
  - jobec@umsl.edu | ext. 5674
  - Multi-disciplinary/institutional proposals, grants-related training, strategic research initiatives. Individual investigator support: funding searches, proposal reviews, application components, investigator tools and templates.

### DISCOVERIES & INVENTIONS
- **Tamara Wilgers**
  - Director, Technology Commercialization & Economic Development
  - wilgerst@umsl.edu | ext. 6884
  - Assistance with invention disclosure, IP protection (patents & copyrights), licensing, MTAs, service agreements, NDAs, startup companies, etc.