

Grants Team Overview

Cohort Lead vs. Specialist Roles

Department of Atmospheric Sciences

Each member of the grants team plays a specialized support role, with additional support for PIs by cohort. The cohorts and roles will change over time to keep workloads balanced. All requests/inquiries may be sent to ATMGrant@uw.edu.

Cohort Leads: Paula Kurose, Budget/Fiscal Analyst 1 (Lead)
Elin Martin, Grants & Contracts Manager Specialist

Specialist Roles: BFA2: Kegan Sanchez, Budget/Fiscal Analyst 2
BFA1: Paula Kurose, Budget/Fiscal Analyst 1 (Lead)
Manager: Elin Martin, Grants & Contracts Manager Specialist

Support from Cohort Lead

Primary point of contact for PIs within Cohort

- Grant Proposals
- Award set-up
 - Advance Budget/rebudgets (with BFA2)
- Subaward Monitoring (with BFA2)
- Budget Projection/Monitoring (with Manager)
 - Budget/Personnel Projections
 - Faculty Effort adjustments
 - Costing Allocations/adjustments
- Progress Reports
 - Provide personnel effort
 - Assist with sponsor inquiries/requests
- No-Cost Extensions (with BFA2)
- Award Close-Out
 - Wind-down expenses/payroll
 - Assist with final reports as-needed
 - Assist with Disposition of Equipment
 - Deficit transfers

Specialist Role, BFA2 (Kegan Sanchez)

- Award set-up/close-out (with Cohort Leads)
- Payroll reviews/adjustments
- Purchasing/Invoice payments
- GCCRs
- MyFD Reconciliations
 - Review for accuracy/compliance
 - Secure any missing back-up
 - Track reconciliations & approvals
- Subawards (with Cohort Leads)
 - Initiate in SAGE & Ariba
 - Monitor, track, & pay invoices
- Budget Projections (with Cohort Leads)
- Computing charges
- Equipment Inventory (with BFA1)

Specialist Role, BFA1 (Lead, Paula Kurose)

- Lead overseeing BFA2 and Team fiscal activities
 - GCCR transfer monitoring/reviews
 - Payroll transfer monitoring/reviews
 - Reconciliation monitoring/reviews
- Fellowships (with Administrator)
- Progress Reports
- Travel compliance approvals in Ariba (Primary)
- Records Management/Archiving (with Manager)
- 5% Grant Writing Credit reviews/follow-up
- Equipment Inventory
 - Coordinate with David Warren & BFA2
 - Monitor disposition

Specialist Role, Grants Mgr (Elin Martin)

- Team Manager supervising BFA1 Lead & BFA2 and team continuous process improvement
- Provide guidance regarding UW/sponsor/Dept policies and practices, potential or actual compliance issues, changing UW and federal policies/forms, and areas of federal audit concern
- Tools/SOP development for Grants Team
- New/transfer PI on-boarding
- Manage audit requests/responses
- Faculty Effort Commitments/FEC Reviews
- Budget Projection/Monitoring (with Cohort Lead)
 - Budget/Personnel Projections
 - Faculty Effort adjustments
 - Costing Allocations/adjustments
- Records Management/Archiving (with BFA1)
- Grants Resources for Dept/Intranet
- Travel compliance approvals in Ariba (Back-up)
- Administrator's back-up for Ariba, SAGE approvals