

# **Office of Sponsored Programs**

## **Judith Eisenberg**

Dean for Sponsored Research & Grants
Systems/Strategy/Policy/Management
Lead Faculty Teams and Project Design
Liaison with Funders and RFCUNY
Write/Edit/Review Narrative and Budgets

#### Samantha Molina

Grants Office Assistant
Reception, Filing, Copying
Work Orders
Supplies - Purchase and Inventory
Communicating Payroll Notices/Calendar

## **PRE-AWARD**

# **Jovanne Augustin**

Grants Coordinator
Submissions/Password Management
Proposal Checklists
Manage Forms, Attachments,
Checklists
Support Faculty
Prospect/Submission List Management
Template Library
Pre-Submission Review
Annual Report Writing/Review

## **POST AWARD**

#### Aleksandra Cataruzolo

Assistant Director for Sponsored

Research & Grants
Primary RF Liaison
Contract Management
Establish Accounts
Budget/Funds Management & Mods
Review Spend Downs
Ensure Documentation
Faculty Training/Coaching
Troubleshooting/Customer Service
Reports

## **Onika Duke**

Grants Associate

RF HR Functions/PAFs

Hire, Onboarding Packets

Timesheets/Payroll Processing

Termination

Troubleshooting/Customer Service

Reports