

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

**PRE-AWARD**

**Melissa Laurenti**

Business/Fiscal Operations Coordinator  
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*Agency Proposal Requirements,  
Budgets, PeopleSoft Assistance,  
Electronic Submission, Award Status,  
All Sub-Contracts*

**POST-AWARD**

**Monica Meyers**

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

**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

**PRE-AWARD**

**Brenda Stutte**

Grants & Contracts Specialist  
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*Agency Proposal Requirements,  
Budgets, PeopleSoft Assistance,  
Electronic Submission, Award Status,  
Internal Awards*

**POST-AWARD**

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314-516-5862

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

**UNITS SERVED**

- ◆ 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**

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*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**

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& Economic Development  
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*Assistance with invention disclosure, IP  
protection (patents & copyrights),  
licensing, MTAs, service agreements,  
NDAs, startup companies, etc.*