Sponsored Programs Quick Reference Guide

Pre-Award Administration Contact Information	
General Mailbox preawardadmin@sunypoly.edu	• General Proposal/Pre-award Questions • Notification of Intent to Submit
Kim (Pietkiewicz) Worobey, MBA Associate Vice President for Research Administration Director of Pre-award Operations kworobey@sunypoly.edu P: 518-573-1228	• General Proposal/Pre-award Questions • Contracts, Agreements (including Subawards + MTA's) and Amendments • No Cost Extension Requests • Formal requests to Sponsors • FCOI annual disclosure submission
Carly Brunco Senior Research Administrator cbrunco@sunypoly.edu P: 518-774-6351	• General Proposal Development/Submission Questions • Notification of Intent to Submit
Sarah Kotowski Research Administrator skotowski@sunypoly.edu P: 518-879-2739	• Awarded Budget/Finance Questions/Account number info. • Sub-award Invoices (review/routing) • Summer salary (request-Sarah works to review/submit request to HR) • Initiates IFR process
MaryAnn Beals Research Administration Assistant mbeals@sunypoly.edu P: 518-573-3573	• Terming Awards • Reporting Questions • Pre-award Meeting Requests

Research Foundation Human Resources Contact Information	
General Mailbox rfhr@sunypoly.edu	• General RF HR Questions
Colleen McCarthy Assistant Director, Human Resources P: 518-646-2900	F: 518-437-8846 cmccarthy@sunypoly.edu	• Payroll • Timesheets
Molly Yezzi Senior Benefits and Leave Administrator M: 518-646-3084| P: 518-956-7445 myezzi@sunypoly.edu rfbenefits@sunypoly.edu	• Health Insurance • Retirement
Taryn Tropiano, MBA Assistant Director of Recruitment M: 518-646-2961| P: 518-956-7012 TTropiano@sunypoly.edu	• Summer Salary • Hiring

RF Operations Manager	
Keith Kaplin Keith.Kaplan@rfsuny.org	

Travel Contact Information	
General Mailbox CNSETravel@sunypoly.edu	• General Travel Questions • Notification of Intent to Travel (Pre-approval required) • Travel Reimbursement & Questions

Procurement	
General Mailbox Financerequests@sunypoly.edu PurchasingAcrossFuller@sunypoly.edu	• All requests for RF awards for OTPS should be procured through RF procurement. • To start this quotes/links to online orders can be sent to @Finance Requests to initiate the request. It will then be routed to Sarah in the case of 270 to verify funding, and then sent to @Purchasing Across Fuller

Office of Regulatory Affairs Information	
General Mailbox OPRA@sunypoly.edu	• Request for a Non-Disclosure Agreement

Quick Links	
Current Fringe Rates	RF Fringe Benefit Rates
DHHS Indirect Rate Agreement	SUNY Poly F&A Rate Agreement
SUNY Poly Financial Conflict of Interest Policy	SUNY Polytechnic Institute FCOI Policy FCOI Annual Disclosure Form FCOI Supplementary Form
Proposal Submission Request In-take Form	Form is attached to this document. Please send to preawardadmin@sunypoly.edu as your notification of intent to submit.
Mandatory Proposal Submission Compliance Form	Form is attached to this document. Reference the CIP Code excel sheet when filling out.
OPRA In-take Form	Form is attached to this document. To be filled out and sent to ORPA when making an NDA request.
CITI Training	Required Courses (NSF & NIH): • Conflict of Interest Minicourse, • Responsible Conduct of Research Course is good for 4 years **Note:** You'll need to affiliate yourself in the registration with "**SUNY Polytechnic Institute**" CITI Registration
ORCiD	ORCiD Registration ORCiD Resources
SciENCV Resources	SciENcv Help Manual SciENcv Tutorial Biographical Sketches for NSF Current & Pending Support for NSF Integrating with ORCiD