

Sponsored Programs Quick Reference Guide

<i>Pre-Award Administration Contact Information</i>	
General Mailbox preawardadmin@ny-creates.org	<ul style="list-style-type: none"> • 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@ny-creates.org P: 518-573-1228	<ul style="list-style-type: none"> • General Proposal/Pre-award Questions • Contracts, Agreements and Amendments • No Cost Extension Requests
Carly Brunco Senior Research Administrator cbrunco@ny-creates.org P: 518-774-6351	<ul style="list-style-type: none"> • General Proposal Development/Submission Questions • Notification of Intent to Submit
Sarah Kotowski Research Administrator skotowski@ny-creates.org P: 518-879-2739	<ul style="list-style-type: none"> • Awarded Budget/Finance Questions • Sub-award Invoice Questions
MaryAnn Beals Research Administration Assistant mbeals@ny-creates.org P: 518-573-3573	<ul style="list-style-type: none"> • Terming Awards • Reporting Questions • Pre-award Meeting Requests

<i>Research Foundation Human Resources Contact Information</i>	
General Mailbox rfhr@ny-creates.org	<ul style="list-style-type: none"> • General RF HR Questions
Molly Yezzi Senior Benefits and Leave Administrator M: 518-646-3084 P: 518-956-7445 F: 518-437-8846 myezzi@ny-creates.org rfbenefits@ny-creates.org	<ul style="list-style-type: none"> • Health Insurance • Retirement
Taryn Tropiano, MBA Assistant Director of Recruitment M: 518-646-2961 P: 518-956-7012 TTropiano@ny-creates.org	<ul style="list-style-type: none"> • Summer Salary • Hiring

<i>RF Operations Manager</i>	
Keith Kaplin Keith.Kaplan@rfsuny.org	<ul style="list-style-type: none"> • General Travel Questions • Notification of Intent to Travel • Travel Reimbursement Questions

<i>Travel Contact Information</i>	
General Mailbox NYCREATEStravel@ny-creates.org	<ul style="list-style-type: none"> • General Travel Questions • Notification of Intent to Travel • Travel Reimbursement Questions

<i>Office of Regulatory Affairs Information</i>	
General Mailbox OPRA@ny-creates.org	<ul style="list-style-type: none"> • Request for a Non-Disclosure Agreement

<i>Quick Links</i>	
Current Fringe Rates	RF Fringe Benefit Rates
RF Indirect Rate Agreement	Will be inserted once this doc is finalized in a PDF
Proposal Submission Request In-take Form	Will *try* to insert once this doc is finalized in a PDF
Mandatory Proposal Submission Compliance Form	Will be inserted once this doc is finalized in a PDF
OPRA In-take Form	Will be inserted once this doc is finalized in a PDF *to be filled out and sent to ORPA when making an NDA request
ORCID	ORCID Registration ORCID Resources
SciENCv Resources	SciENCv Help Manual SciENCv Tutorial Biographical Sketches for NSF Current & Pending Support for NSF Integrating with ORCID