

**Moore, Marsha M.**

---

**From:** Justice, George  
**Sent:** Tuesday, January 31, 2012 10:28 AM  
**To:** Duncan, Jennifer E. (Sponsored Programs)  
**Subject:** Re: Due Today -- NNSA Proposals

Hi, Jennifer. You're preaching to the choir! I understand this. I would say, though, that it's probably not merely a James Bennett issue--his work is very tightly wrapped up in how the PIs in NSEI function. I myself will work to make sure that we are ALL on the same page. You (and your team in OSPA) do an outstanding job, and I am continually appreciative!

Best,  
George

--  
George Justice  
Dean of the Graduate School  
Vice Provost for Advanced Studies  
210 Jesse Hall  
University of Missouri  
Columbia, MO 65211  
573-884-1402  
[JusticeG@missouri.edu](mailto:JusticeG@missouri.edu)

On Jan 31, 2012, at 10:23 AM, Duncan, Jennifer E. (Sponsored Programs) wrote:

Good morning, George.

As we've worked together through several issues, I appreciate that we can move in the right direction. Part of the role of the departmental administrator is to help the PIs understand the timelines. We never want to penalize a PI for an administrative error. This is a James Bennett issue, not a PI issue. I don't want to jeopardize our relationships with the PIs -- we've worked very hard to cultivate them. I also want to guard against OSPA procedures being seen as barriers ... I know they belong to us; yet, they are developed with the intention to properly and timely submit proposals with the ultimate goal of getting them funded, with proper oversight of the awards once they arrive.

Appreciatively,

Jennifer

-----Original Message-----

From: Justice, George  
Sent: Tuesday, January 31, 2012 9:55 AM  
To: David, Craig  
Cc: Prelas, Mark A.; Duncan, Jennifer E. (Sponsored Programs)  
Subject: Re: Due Today -- NNSA Proposals

Craig,

We appreciate your service. I will be working with Dr. Prelas and the other faculty members to ensure that your procedures are respected in the future.

Best,  
George Justice

--

George Justice  
Dean of the Graduate School  
Vice Provost for Advanced Studies  
210 Jesse Hall  
University of Missouri  
Columbia, MO 65211  
573-884-1402  
JusticeG@missouri.edu

On Jan 31, 2012, at 9:44 AM, David, Craig wrote:

> Dr. Justice;

>

> We were able to submit the proposals for Dr. Prelas yesterday. However, there were several problems surrounding the submission that I would like you to be aware of. The [Grants.gov](http://Grants.gov) files were sent to Karen Geren who is our submissions specialist and not the Senior Grants and Contracts Administrator assigned to Nuclear Engineering. In addition to the files being sent to the wrong person, there were no guidelines submitted which is also required for proposal review. We were lucky to be able to obtain the guidelines from Dr. Prelas at 4:00 PM. Also, an approved PSRS was not submitted to OSPA. I called Dr. Prelas and determined that the PSRS was actually in the Graduate School Office. I went to obtain the PSRS and was able to do so with the assistance of Ruth Erwin. During the review process it was discovered that files attached to the [Grants.gov](http://Grants.gov) proposal were not named correctly which would have caused the proposals to be rejected. We were unable to contact the administrator, James Bennett, to correct the errors. Our office changed the file names in order to get the proposals submitted. OSPA generally never changes any aspect of a proposal prior to submission. The proposals were sent to Karen Geren at 1:43 PM yesterday the same day they were due. There is a requirement that all proposals are submitted five business days prior to submission to avoid issues I have described above. We took extraordinary measures to insure that the proposals were submitted on time. However, in the future, it cannot be expected that we will be able to continue to operate in the same way.

>

> Craig David  
> Gold Team Lead  
> Authorized Signer, Grants and Contracts  
> Phone: 573.882.9570 | Fax: 573.884.4078 | davidcr@missouri.edu  
> University of Missouri | Sponsored Programs | 310 Jesse Hall,  
> Columbia, MO 65211

>

>

> -----Original Message-----  
> From: Justice, George  
> Sent: Monday, January 30, 2012 3:55 PM  
> To: Duncan, Jennifer E. (Sponsored Programs)  
> Cc: David, Craig; Porting, Liz  
> Subject: Re: Due Today -- NNSA Proposals

>

> Jennifer, I understand if you can't process these at the last minute.  
> We need to work on ways to make this process more effective. George

>

>  
>  
> On Jan 30, 2012, at 3:51 PM, "Duncan, Jennifer E. (Sponsored Programs)"  
<DuncanJenn@missouri.edu> wrote:  
>  
>> George,  
>> please see below. Really unrealistic expectations that James doesn't know how we handle  
proposals by now. Heads up - this puts them in a critical position and there is no PSRS.  
>>  
>> Jennifer  
>>  
>> Jennifer Duncan, CPA, MPA  
>> Director, OSPA  
>> Authorized Signer, Grants & Contracts  
>> Office of Sponsored Programs Administration <http://research.missouri.edu/ospa/>  
>> University of Missouri | 310 Jesse Hall, Columbia, MO 65211  
>> Voice: 573.882.7560 | Fax: 573.884.4078 |  
>> DuncanJenn@missouri.edu<mailto:DuncanJenn@missouri.edu>  
>>  
>> From: Geren, Karen M.  
>> Sent: Monday, January 30, 2012 3:37 PM  
>> To: Hillstrom, Victoria J.  
>> Cc: Duncan, Jennifer E. (Sponsored Programs)  
>> Subject: Due Today -- NNSA Proposals  
>> Importance: High  
>>  
>> Hi Victoria - I am so sorry you are receiving this at the last minute, I just now saw this  
in my work email.  
>>  
>> Thanks,  
>> Karen M. Geren  
>> Authorized Signer, Grants and Contracts Submissions Specialist -  
>> Tiger Team Office of Sponsored Programs Administration University of  
>> Missouri | 310 Jesse Hall | Columbia, MO 65211  
>> Phone: 573.882.4451 | Fax: 573.884.4078 |  
>> [gerenk@missouri.edu](mailto:gerenk@missouri.edu)<mailto:gerenk@missouri.edu>  
>>  
>> From: Bennett, James C.  
>> Sent: Monday, January 30, 2012 1:43 PM  
>> To: Geren, Karen M.  
>> Cc: Prelas, Mark A.  
>> Subject: NNSA Proposals  
>> Importance: High  
>>  
>> Karen,  
>>  
>> Here are two NNSA's that are due today. Sorry did not know who to route to on pre-award  
side.  
>>  
>> James Bennett  
>> Business/Fiscal Operations  
>> University of Missouri  
>> Nuclear Science & Engineering Institute 6th and Stewart Road Room  
>> E2433 Lafferre Hall Columbia, MO 65211-2200  
>> Telephone: (573) 882-3550  
>> Fax: [573] 884-4801  
>>

>> <Prelas 0034124 NNSA 12-15.pdf>  
>> <Prelas 0034120 NNSA 12-15.pdf>