



# USF Health & Morsani College of Medicine

## Office of Research

**HEART INSTITUTE**  
**Samuel Wickline**  
Director

**Charles Lockwood**  
Dean

**Christine Tam**  
Director of Special Projects

**Stephen Liggett**  
Vice Dean

**Tara Rosin**  
Unit Research Administrator

**SPONSORED RESEARCH, FINANCE & OPERATIONS**  
Director: **Matthew Anderson**

**RESEARCH SUPPORT & CORE FACILITIES**

**Sponsored Research:**

Jo Ann Moore, Sr. Research Admin  
Erin Bhagvat, Research Admin

- Pre-Award Management
- Proposal Development
- Funding Searches
- Proposal Submission
- Award Set-up
- COMCOR & RAN Committee
- Education and Training

**Finance Management:**

Heather Clark, Fiscal Manager  
Jessie Kobiolka, Fiscal Specialist

- Operating budget
- F&A Allocations
- Faculty Start-up Commitments
- Pre-to-Post Transition
- Fiscal Compliance
- Research Expenditure Reports
- Travel and Procurement
- Human Resources & Faculty Affairs

**Operations:**

Matthew Anderson, Director  
Melissa Steward, Admin Specialist

- Mission Liaison
- Websites
- Research Faculty Directory
- Mission Initiatives
- Newsletter
- Award & Proposal Reporting
- Research Space Management

**Research Support:**

- Bridge Funding
- Startup Packages
- Policies
- Equipment
- Facilities/Space
- Communications

**Core Facilities:**

Charlie Szekeres, Manager  
For Flow Cytometry and  
Animal Imaging

Jake Cha, Manager  
Amanda Garces, Technician  
For Microscopy

BSL-3

**STEPHEN B. LIGGETT**  
Vice Dean for Research  
Office of Clinical Research

**Matt Anderson**  
Director, Sponsored Research,  
Finance & Operations

**Medical Director  
(TBD)**

**Catherine Jahrsdorfer**  
Assistant Director, Clinical Services

**Dawn Carnegie**  
Assistant Director, Operations

**Anderson Brabson**  
Assistant Director, TGH Initiative

**Clinical Research Center**

Michelle Laney, Nurse Researcher  
Pamela Neu, Regulatory Coordinator  
Magee McGriff, Clinical Research Associate  
TBD, Nurse Researcher  
TBD, Research Support Specialist

- Manage CRC
- Fee-for-service study coordination
- Study drug infusions
- Research specimen collection, processing and shipping
- Data entry and management
- IRB and regulatory
- Patient screening/enrollment

**Pre-Award**

Susan Potter, Unit Research Administrator  
Rita Tamcsu, Unit Research Administrator  
April Schenck, Unit Research Administrator  
Nina Pemberton, Unit Research Administrator

- New study intake
- SharePoint new project setup
- Budget negotiation
- Contract & amendment negotiation
- Liaison with study teams, hospitals, and sponsors
- Grant budget releases
- Initial project setup in FAST
- Manage USF ClinCard site

**Post-Award**

Caroline Holt, Manager, Fiscal & Business Admin  
Kim Bare, Fiscal & Business Analyst  
Zeenat Monteiro, Fiscal & Business Analyst  
Michelle Miller, Fiscal & Business Specialist  
Anissa McKenzie, Fiscal & Business Specialist  
Christopher Noel, Administrative Specialist

- Start-up fees
- Deposits
- ClinCard fiscal management
- Financial reports
- F&A
- Accounts receivable
- Study status logs
- Account closeouts
- Clinical Trial Management System (CTMS) administration