

Core Functions

Operations

The Operations Team manages space, facilities/maintenance requests, non-grant purchasing needs, human resources (i.e., onboarding, recruitments, etc.), communications, website management, student payroll, event logistics, and calendar management.

Grants & Research

The Grants and Research Teams manage pre-award proposal submissions, post-award sponsored project management and reporting, subrecipient monitoring, budget revisions, salary allocations, and grant transactions.

Academics

The Academic Team manages faculty and postdoctoral appointments and promotions, faculty searches, faculty actions, PhD, master's, and undergraduate students, as well as departmental activities.

Epidemiology-Multidisciplinary Core (Multi-Epi) Administration

The Multi-Epi Core Staff

The Multi-Epi Administrative Core is responsible for Grant Management, Academic Administration, Operations, and Financial Management and is comprised of a Core Lead, the Academic Team, Grants and Research Team, Grants and Finance Team, and the Operations Team.

Academic Team:

Manages faculty and postdoctoral actions including faculty searches, appointments and promotions. The Academic Team manages the Epidemiology Doctoral Program, including admissions, course instruction, along with Departmental events and website maintenance.

Operations Team:

Manages space, facilities requests, conference room booking, non-grant purchasing needs, human resources; i.e., onboarding, recruitments, etc., website management, student employment and center admin support and website maintenance.

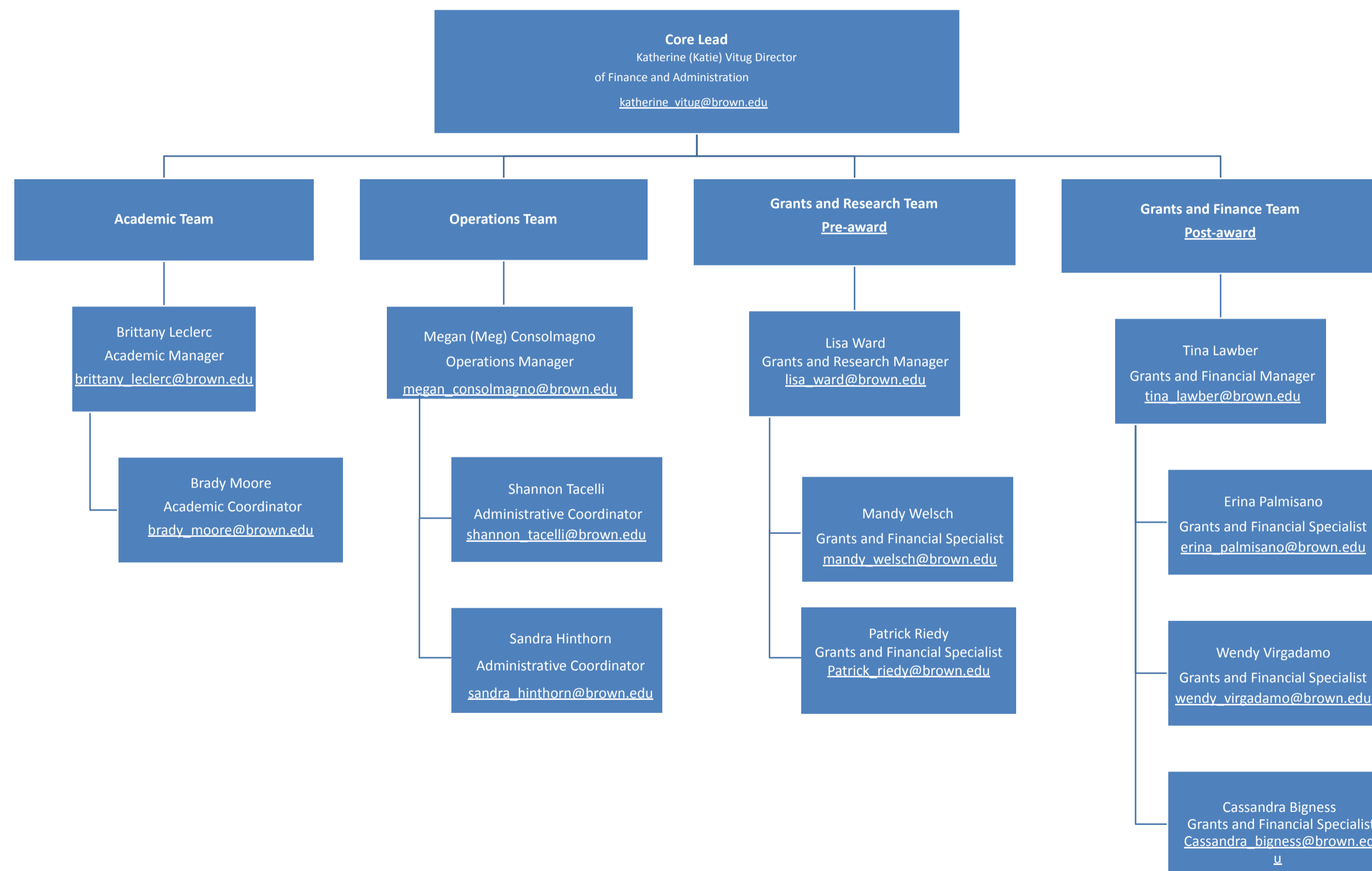
Grants and Research Team (Pre-Award):

Manages proposal coordination, other support pages, sponsor progress reports, sponsor requests, and revised budgets.

Grants and Finance Team (Post-Award):

Manages award setup, projections, salary allocations, subcontracts and research agreements, OSP requests, financial reports and closeouts.

Staff Organizational Chart



If you are unsure of the correct contact for your need, need to book a conference room, submit a facilities request, or have general operations requests (card access, key requests, ect) please email multi-epi-operations@brown.edu for assistance.

For all IT questions and issues, email sph-itsc@brown.edu