

## Key Contacts

A list of important LMU contacts that can assist with awarded grants and sponsored projects.

<b>Office for Research and Sponsored Projects (ORSP)</b>	
Kimberly Sanchez, Sponsored Project Manager, <a href="mailto:Kimberly.Sanchez@lmu.edu">Kimberly.Sanchez@lmu.edu</a>	Provides PI support throughout the duration of sponsored projects. Assists with LMU processes to effectively manage projects.
Sally Southwick, Compliance Coordinator, <a href="mailto:Sally.Southwick@lmu.edu">Sally.Southwick@lmu.edu</a>	Provides support in ensuring sponsored projects are adhering to sponsor and institutional compliance policies.
<a href="#">ORSP Associate &amp; Assistant Directors</a>	Facilitates proposal development and submission. Assists with award amendments and modifications.
<b>Post Award Administration and Accounting (PAAA)</b>	
Post Award Administration and Accounting manages external grants and contracts for LMU faculty and staff, overseeing accounts, budget setup, expense monitoring, invoicing, and financial reporting.	
Bart Gillette, Accounting Manager, <a href="mailto:Bart.Gillette@lmu.edu">Bart.Gillette@lmu.edu</a>	Oversees Post Award Administration and Accounting.
Ann Cortez, Senior Grants & Contracts Accountant, <a href="mailto:Ann.Cortez@lmu.edu">Ann.Cortez@lmu.edu</a>	Federal Grants, Center for the Study of LA
Erika Amesi, Senior Grants & Contracts Accountant, <a href="mailto:Erika.Amesi@lmu.edu">Erika.Amesi@lmu.edu</a>	Loyola Law School, State Grants, Private Grants
Lauryn Sanchez, Grants and Contract Accountant, <a href="mailto:Lauryn.Sanchez@lmu.edu">Lauryn.Sanchez@lmu.edu</a>	Contracts
Mayra Banuelos, Budget Analyst, <a href="mailto:Mayra.Banuelos@lmu.edu">Mayra.Banuelos@lmu.edu</a>	Support for Post Award Administration and Accounting.
<b>Academic Affairs Budget Office</b>	
Victor Hernandez, Budget Analyst, <a href="mailto:Victor.Hernandez@lmu.edu">Victor.Hernandez@lmu.edu</a>	Faculty Supplemental Pay (Division of Academic Affairs Westchester)



<b>Finance (Contract Review)</b>	
Douglas Moore, University Risk Manager, <a href="mailto:Douglas.Moore@lmu.edu">Douglas.Moore@lmu.edu</a>	Reviews and assesses risk for contracts prior to approval and signature of Senior Vice President and Chief Financial Officer Aimee Uen.
<b>Human Resources</b>	
Tracy Stewart, Senior Director HRIS and Compensation, <a href="mailto:Tracy.Stewart@lmu.edu">Tracy.Stewart@lmu.edu</a>  Pablo Ortega, HR Specialist, <a href="mailto:Pablo.Ortega@lmu.edu">Pablo.Ortega@lmu.edu</a>  Kenyetta Adams, Sr. Talent Acquisition Partner, <a href="mailto:Kenyetta.Adams@lmu.edu">Kenyetta.Adams@lmu.edu</a>  <a href="mailto:hr@lmu.edu">hr@lmu.edu</a>	Assists with hiring personnel on grants and sponsored projects. HR reviews compensation and job classifications.
<b>IRB</b>	
Julie Paterson, Research Compliance Specialist, <a href="mailto:Julianne.Paterson@lmu.edu">Julianne.Paterson@lmu.edu</a>	Guides PIs with research involving human subjects. Ensures the safety and protection of human participants involved in research.
<b>IACUC</b>	
Eric Strauss, Executive Director, Center for Urban Resilience (CUREs), <a href="mailto:Eric.Strauss@lmu.edu">Eric.Strauss@lmu.edu</a>	Provides support in animal research. Reviews and approves all research protocols involving laboratory animals.
<b>Information Technology Support (ITS)</b>	
<a href="mailto:servicedesk@lmu.edu">servicedesk@lmu.edu</a>  <a href="mailto:researchservices@lmu.edu">researchservices@lmu.edu</a>   Brian Drawert, Manager of Research Computing, <a href="mailto:Brian.Drawert@lmu.edu">Brian.Drawert@lmu.edu</a>	Provides technical support for LMU accounts, hardware, and software.  Research Computing Services to faculty across campus through a wide range of consulting and support services for research and grant projects.  Data Management Plans



<b>Institutional Research and Decision Support (IRDS)</b>	
<a href="#">Surveys &amp; Qualtrics</a>	IRDS provides leadership in the development, identification, and use of surveys and survey data for evidence-based decision-making and to support institutional and educational effectiveness.
<b>Accounts Payable (AP)</b>	
Contacts for adding vendors, expense cards, and expense reconciliation in Workday.	
Gunita Chopra Accounts Payable Manager <a href="mailto:Gunita.Chopra@lmu.edu">Gunita.Chopra@lmu.edu</a> (Vendors X - Z)	
Guadalupe Arriaga Accounts Payable Coordinator <a href="mailto:Guadalupe.Arriaga@lmu.edu">Guadalupe.Arriaga@lmu.edu</a> (Vendors #'s - H)	
Mario Munoz Senior Accounts Payable Coordinator and P-Card Administrator <a href="mailto:Mario.Munoz@lmu.edu">Mario.Munoz@lmu.edu</a> (Vendors I - L and P - Card)	
Robyn Millen Accounts Payable Coordinator <a href="mailto:Robyn.Millen@lmu.edu">Robyn.Millen@lmu.edu</a> (Vendors M-W)	
<b>Student Employment Services (SES)</b>	
Location: Malone Student Center Suite 355 Phone: 310.338.7606 Email: <a href="mailto:ses@lmu.edu">ses@lmu.edu</a>	Assists with hiring students and provides support and resources for overseeing students.
<b>William H. Hannon Library</b>	
<a href="mailto:library@lmu.edu">library@lmu.edu</a>	<a href="#">Data Management Resources</a> supports academic research and inquiry through information resources, services, and collections.