

Key Contacts

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

Office for Research and Sponsored Projects (ORSP)	
Kimberly Sanchez, Sponsored Project Manager, Kimberly.Sanchez@lmu.edu	Provides PI support throughout the duration of sponsored projects. Assists with LMU processes to effectively manage projects.
Sally Southwick, Compliance Coordinator, Sally.Southwick@lmu.edu	Provides support in ensuring sponsored projects are adhering to sponsor and institutional compliance policies.
ORSP Associate & Assistant Directors	Facilitates proposal development and submission. Assists with award amendments and modifications.
Post Award Administration and Accounting (PAAA)	
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, Bart.Gillette@lmu.edu	Oversees Post Award Administration and Accounting.
Ann Cortez, Senior Grants & Contracts Accountant, Ann.Cortez@lmu.edu	Federal Grants, Center for the Study of LA
Erika Amesi, Senior Grants & Contracts Accountant, Erika.Amesi@lmu.edu	Loyola Law School, State Grants, Private Grants
Lauryn Sanchez, Grants and Contract Accountant, Lauryn.Sanchez@lmu.edu	Contracts
Mayra Banuelos, Budget Analyst, Mayra.Banuelos@lmu.edu	Support for Post Award Administration and Accounting.
Academic Affairs Budget Office	
Victor Hernandez, Budget Analyst, Victor.Hernandez@lmu.edu	Faculty Supplemental Pay (Division of Academic Affairs Westchester)
Finance (Contract Review)	
Jennifer Khong Sr. Director of Risk Management jennifer.khong@lmu.edu	Reviews and assesses risk for contracts prior to approval and signature of Senior Vice President and Chief Financial Officer Aimee Uen.



Corporate and Foundation Philanthropy (CFP)	
Salvador Rivas Executive Director of Philanthropic Partnerships 310.338.7875 salvador.rivas@lmu.edu Kurt Brunner Director, Corporate and Foundation Philanthropy 310.338.2783 kurt.brunner@lmu.edu	Corporate and Foundation Philanthropy connects LMU faculty with foundations and corporations to support research and teaching, from identifying opportunities to stewarding awards and partnerships.
Loyola Law School Fiscal Affairs	
Ivy Draughan Director Of Finance 213-736-1020 213-381-8743 ivy.draughan@lls.edu Johanna Infanzon Budget Manager 213.736.8308 213.381.8743 johanna.hernandez@lls.edu	Sponsored Projects Financial Management support for LLS Staff & Faculty.
Human Resources	
Tracy Stewart, Senior Director HRIS and Compensation, Tracy.Stewart@lmu.edu Pablo Ortega, HR Specialist, Pablo.Ortega@lmu.edu Kenyetta Adams, Sr. Talent Acquisition Partner, Kenyetta.Adams@lmu.edu hr@lmu.edu	Assists with hiring personnel on grants and sponsored projects. HR reviews compensation and job classifications.



IRB	
Julie Paterson, Research Compliance Specialist, Julianne.Paterson@lmu.edu	Guides PIs with research involving human subjects. Ensures the safety and protection of human participants involved in research.
IACUC	
Eric Strauss, Executive Director, Center for Urban Resilience (CUREs), Eric.Strauss@lmu.edu	Provides support in animal research. Reviews and approves all research protocols involving laboratory animals.
Information Technology Support (ITS)	
servicedesk@lmu.edu researchservices@lmu.edu Brian Drawert, Manager of Research Computing, Brian.Drawert@lmu.edu	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
Institutional Research and Decision Support (IRDS)	
Surveys & Qualtrics	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.
Accounts Payable (AP)	
Contacts for adding vendors, expense cards, and expense reconciliation in Workday.	
Gunita Chopra Accounts Payable Manager Gunita.Chopra@lmu.edu (Vendors X - Z) Guadalupe Arriaga Accounts Payable Coordinator Guadalupe.Arriaga@lmu.edu (Vendors #'s - H)	



Mario Munoz
Senior Accounts Payable Coordinator and P-Card Administrator
Mario.Munoz@lmu.edu
(Vendors I - L and P - Card)

Robyn Millen
Accounts Payable Coordinator
Robyn.Millen@lmu.edu
(Vendors M-W)

Student Employment Services (SES)

Location: Malone Student Center Suite 355
Phone: 310.338.7606
Email: ses@lmu.edu

Assists with hiring students and provides support and resources for overseeing students.

William H. Hannon Library

library@lmu.edu

[Data Management Resources](#) supports academic research and inquiry through information resources, services, and collections.

William M. Rains Library at LLS

Contact Us Circulation
213.736.1117
circdesk@lls.edu

[Reference \(Research Help\)](#)
213.736.1177
reference@lls.edu

Each of LMU's library have reference librarians to support research and teaching by retrieving books, articles, and legal documents; obtaining access to databases; establishing email alerts for news, journals, and cases; training research assistants; and guest lecturing.