

MEMORANDUM TO FACULTY AND STAFF:

The UPC Department of Contracts and Grants (DCG) office is pleased to announce several changes to the UPC staff assignments. The reorganization of the departmental assignments is the direct result of recent changes in staff, staff promotions and DCG's desire to meet the growing needs of faculty and staff. DCG currently has five teams of administrators to assist the UPC faculty and staff. A revised listing of the DCG departmental assignments and contact information for all staff members can be found on our website, <http://dgc.usc.edu/DCG/staff.cfm>. You will find the names of two new staff members, Ms. Katie Rountree and Mr. David Smith. Both are new to the University and are assigned to work with the College and the Viterbi School of Engineering respectively.

Over the course of the next few months, the department will hire a Contract and Grant Administrator to fill the vacant position and implement major changes in the processing of proposals due to the transition to an electronic pre-award system. Periodic updates will be made available via the DCG website as the program nears its release, so please consult the site for future information.

Thank you.

Department of Contracts and Grants
September 12, 2007