

## Research Accounting Areas of Responsibility

Team Member	Manager	Portfolio/Responsibilities
<b>Louisa Jennings</b> <a href="mailto:louisa.jennings@queensu.ca">louisa.jennings@queensu.ca</a>	Chad McLeod <a href="mailto:chad.mcleod@queensu.ca">chad.mcleod@queensu.ca</a>	Management responsibilities Research Year-End University Year-End Tri-Council and Cdn, US & Foreign federal gov't compliance and oversight Research Revenue and Expense Reporting Policy & Procedure development & maintenance Special Projects
<b>Kathleen Harrison-Clayton</b> <a href="mailto:kathleen.clayton@queensu.ca">kathleen.clayton@queensu.ca</a>	Louisa Jennings <a href="mailto:louisa.jennings@queensu.ca">louisa.jennings@queensu.ca</a>	Month-end and year-end close processes Financial Systems Analyst responsibilities Data Integrity Overhead charge and distribution set-up
<b>Julia Hodgson</b> <a href="mailto:jch5@queensu.ca">jch5@queensu.ca</a>	Tyler Robinson <a href="mailto:tyler.robinson@queensu.ca">tyler.robinson@queensu.ca</a>	Canadian Foundations & Associations Other University Sub-grants Special Research Projects Other Internally Funded Projects Specialized Testing Projects Month-end Project Inactivation Process Year-end Responsibilities
<b>Nasser Hossenbaccus</b> <a href="mailto:nasser.hossenbaccus@queensu.ca">nasser.hossenbaccus@queensu.ca</a>	Tyler Robinson <a href="mailto:tyler.robinson@queensu.ca">tyler.robinson@queensu.ca</a>	Canada Foundation for Innovation (CFI) Canada Foundation for Innovation - Infrastructure Operating Fund (CFI-IOF) CFI IOF Revenue Allocation Process Natural Resources Canada Environment Canada National Research Council Canada University Year-End
<b>Amber Kashif</b> <a href="mailto:ak196@queensu.ca">ak196@queensu.ca</a>	Louisa Jennings <a href="mailto:louisa.jennings@queensu.ca">louisa.jennings@queensu.ca</a>	Canadian Institutes of Health Research (CIHR) Networks of Centres of Excellence (NCE) and Mitacs Canada Research Chairs (CRC) and Canada Excellence Research Chairs (CERC) Canada 150 Research Chairs
<b>Young Kim</b> <a href="mailto:kimyt@queensu.ca">kimyt@queensu.ca</a>	Louisa Jennings <a href="mailto:louisa.jennings@queensu.ca">louisa.jennings@queensu.ca</a>	Canadian Federal Government (various) US & Foreign Government US Single Audit US Indirect Costs Rate Proposal Month-end close processes
<b>Erin Meulenaar</b> <a href="mailto:erin.meulenaar@queensu.ca">erin.meulenaar@queensu.ca</a>	Tyler Robinson <a href="mailto:tyler.robinson@queensu.ca">tyler.robinson@queensu.ca</a>	Canadian Corporations US & Foreign Corporations US & Foreign Foundations and Associations Canadian Cancer Trials Group National Cancer Institute of Canada Control projects
<b>Tyler Robinson</b> <a href="mailto:tyler.robinson@queensu.ca">tyler.robinson@queensu.ca</a>	Louisa Jennings <a href="mailto:louisa.jennings@queensu.ca">louisa.jennings@queensu.ca</a>	Management responsibilities Canada First Research Excellence Fund (CFREF) Provincial, industry, foundations/associations and internal funding compliance and oversight CFI and CFI IOF compliance and oversight Research Year-End University Year-End Special Projects
<b>Jane Rogers</b> <a href="mailto:rogersje@queensu.ca">rogersje@queensu.ca</a>	Louisa Jennings <a href="mailto:louisa.jennings@queensu.ca">louisa.jennings@queensu.ca</a>	Natural Sciences and Engineering Research Council of Canada (NSERC) Social Sciences and Humanities Research Council of Canada (SSHRC) NSERC USRA Program Tri-Council Internal Review Process
<b>Tamie Whetstone</b> <a href="mailto:tamie.whetstone@queensu.ca">tamie.whetstone@queensu.ca</a>	Tyler Robinson <a href="mailto:tyler.robinson@queensu.ca">tyler.robinson@queensu.ca</a>	Project creation Budget set-up Front-line communication with research community ( <a href="mailto:research.accounting@queensu.ca">research.accounting@queensu.ca</a> ) ERS and acQuire research expense compliance and eligibility review Research journal entry input
<b>Sabrina Zaffino</b> <a href="mailto:sabrina.zaffino@queensu.ca">sabrina.zaffino@queensu.ca</a>	Tyler Robinson <a href="mailto:tyler.robinson@queensu.ca">tyler.robinson@queensu.ca</a>	Ministry of Health (MOH) Ontario Centres of Excellence (OCE) Cancer Care Ontario (CCO) Ontario Research Fund - Research Excellence (ORF-RE) Ministry of Colleges and Universities Other Provincial Funding (various) Monthly Deficit Reporting and administering Research Project Overspending Procedure