

Research Accounting Areas of Responsibility

Team Member	Manager	Portfolio/Responsibilities
Louisa Jennings louisa.jennings@queensu.ca	Chad McLeod chad.mcleod@queensu.ca	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
Kathleen Harrison-Clayton kathleen.clayton@queensu.ca	Louisa Jennings louisa.jennings@queensu.ca	Month-end and year-end close processes Financial Systems Analyst responsibilities Data Integrity Overhead charge and distribution set-up
Julia Hodgson jch5@queensu.ca	Tyler Robinson tyler.robinson@queensu.ca	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
Nasser Hossenbaccus nasser.hossenbaccus@queensu.ca	Tyler Robinson tyler.robinson@queensu.ca	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
Amber Kashif ak196@queensu.ca	Louisa Jennings louisa.jennings@queensu.ca	Canadian Institutes of Health Research (CIHR) Networks of Centres of Excellence (NCE) and Mitacs New Frontiers in Research Fund (NFRF) Canada Research Chairs (CRC) and Canada Excellence Research Chairs (CERC) Canada 150 Research Chairs
Young Kim kimyt@queensu.ca	Louisa Jennings louisa.jennings@queensu.ca	Canadian Federal Government (various) US & Foreign Government US Single Audit US Indirect Costs Rate Proposal Month-end close processes
David Loricchio david.loricchio@queensu.ca	Louisa Jennings louisa.jennings@queensu.ca	Natural Sciences and Engineering Research Council of Canada (NSERC) Social Sciences and Humanities Research Council of Canada (SSHRC) NSERC USRA Program
Erin Meulenaar erin.meulenaar@queensu.ca	Tyler Robinson tyler.robinson@queensu.ca	Canadian Corporations US & Foreign Corporations US & Foreign Foundations and Associations Canadian Cancer Trials Group Control projects
Tyler Robinson tyler.robinson@queensu.ca	Louisa Jennings louisa.jennings@queensu.ca	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
Tamie Whetstone tamie.whetstone@queensu.ca	Tyler Robinson tyler.robinson@queensu.ca	Project creation Budget set-up Front-line communication with research community (research.accounting@queensu.ca) ERS and acQuire research expense compliance and eligibility review Research journal entry input
Sabrina Zaffino sabrina.zaffino@queensu.ca	Tyler Robinson tyler.robinson@queensu.ca	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