

# INTERNAL MEDICINE RESEARCH ADMINISTRATION ROLES AND RESPONSIBILITIES

REVISED November 15, 2019



## Scott Low

Interim, Director  
585-1380  
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- o Unit management
- o Staff assignments, development
- o New initiative implementation
- o Process improvement and problem-solving
- o Data Science Services (DSS) liaison
- o Liaison w/Chiefs, Administrators

## Heather Parkin

Clinical Research Manager  
585-7090  
heather.parkin@hsc.utah.edu

- o DECAAF-II
- o Hem, Geriatrics T32 post-award
- o Cost transfers
- o Nephrology industry trials
- o **Contact for Geriatrics, Endo**

## Janet Hood

Research Manager  
503-2091  
janet.hood@utah.edu

- o CV Medicine post-award clinical trial contracts
- o Hem post-award (except U54, T32)
- o **Contact for CV Med, Hematology**

## Jennifer Hammond (0.2

FTE)  
Research Manager  
581-6526  
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- o Dept/Division reports
- o Data queries
- o **Contact for Nephrology**

## Jessica Little

Research Manager  
253-209-3684  
jessica.little@hsc.utah.edu

- o Pre- and post-award support
- o UU/VA IPAs
- o UU/VA MOUs
- o Research Admin Website
- o K to R transition report
- o **Contact for Epi, GI, ID, Oncology**

## Kris Larrabee

Research Manager  
585-7655  
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- o Jr Faculty career development submissions
- o Admin & Financial Lead Hem U54
- o eProposal Review & Approval
- o Preliminary project approval
- o Limited Submissions
- o NIH Progress Report Reminders
- o **Contact for General IM, Pulmonary, Rheum**

## Contacts by Division:

|            |          |
|------------|----------|
| CV Med     | Hood     |
| Endo       | Parkin   |
| Epi        | Little   |
| GI         | Little   |
| Gen IM     | Larrabee |
| Geriatrics | Parkin   |
| Hematology | Hood     |
| ID         | Little   |
| Nephrology | Hammond  |
| Oncology   | Little   |
| Pulmonary  | Larrabee |
| Rheum      | Larrabee |

DOIM Research Administration will work closely with the DOIM Clinical Trials Unit to facilitate projects that require the expertise of both units.