

# Texas A&M AgriLife Contract Administration

## AgriLife Contract Office

- Non-competitive proposal processing for industry and commodity sponsors
- Negotiation of all industry and commodity agreements
- Facility Leases and Land Use
- Hotel/Facility Use Agreements (if exceed \$50K or facility rejects/changes addendum)
- Independent Contractor Agreements
- Material Transfer Agreements (MTA)
- Non-Disclosure/Confidentiality Agreements (NDA/CDA)
- Memorandums of Understanding / Memorandums of Agreement (non-funded)

## Contacts

Director, Contracting Services

Loree Lewis | lk-lewis@tamu.edu | 979-845-4759

Proposal Processing – Industry and Commodity Non-Competitive / AgriLife Contract Office Support

Lauren Bohler | lauren.bohler@ag.tamu.edu | 979-862-3272

Contracts - All Non-Sponsored, including: Leases, MTA, NDA, MOU, Independent Contractor, Facility Use, etc.

Paula Mathers | pmathers@tamu.edu | 979-847-5821

Bryn Jarvis | bryn.jarvis@ag.tamu.edu | 979-845-2552

Contracts – Industry and Commodity

Sabrina Allan | sabrina.allan@ag.tamu.edu | 979-862-2425

Aaron Longoria | aaron.longoria@ag.tamu.edu | 979-862-9131

Brice Cagle | brice.cagle@ag.tamu.edu | 979-458-3165

Maestro / Administrative Review of all Proposals & Projects

Tribbie Sandner | tdsandner@ag.tamu.edu | 979-458-4383

## **Sponsored Research Services**

- All competitive proposal submissions – A proposal that requires a response to a sponsor’s request for submission that is then reviewed by the sponsor before choosing to fund.
- Negotiation of federal, state, non-profit, etc.
- Post Award Project Management
  - Account setup
  - Oversight of project expenditures
  - Budget modifications
  - Sponsor billing
  - Project account receivables
  - Deliverable monitoring
  - Account close out

## **AgriLife Management Team**

SRS Executive Director

Kristi Billinger | [kristib@tamu.edu](mailto:kristib@tamu.edu) | 979-845-8673

Associate Executive Director

Julie Bishop | [JBishop@tamu.edu](mailto:JBishop@tamu.edu) | 979-458-8760

Assistant Director, Proposal Administration

Shelly Berry Hebb | [sberry@tamu.edu](mailto:sberry@tamu.edu) | 979-845-8758

Assistant Director, Contract Negotiation

Lesli Kerth | [lkerth@tamu.edu](mailto:lkerth@tamu.edu) | 979-845-4782

Assistant Director, Project Administration

Carolyn Engledow | [ckengledow@tamu.edu](mailto:ckengledow@tamu.edu) | 979-458-1858

Assistant Director, Project Administration

Sheila Noble | [snoble@tamu.edu](mailto:snoble@tamu.edu) | 979-862-8516