

**AGENDA**  
**VITERBI RESEARCH ADMINISTRATORS**  
**MEETING**

**March 28, 2018 at 9:30 in EEB 132**

- I. Introductions – Nichole Phillips**, Viterbi Research Administration Director
- II. Business Purpose – Dan Shapiro**, Director, Research Compliance, Office of Compliance;  
**Leticia Cornelio**, Viterbi Business Affairs  
  
**Link to Compliance Website:** [https://ooc.usc.edu/files/2017/12/5\\_Research-Compliance-Guidance-Business-Purpose.pdf](https://ooc.usc.edu/files/2017/12/5_Research-Compliance-Guidance-Business-Purpose.pdf)
- III. Organization Strategies, Lauren Ferrell**, Associate Director of Research Administration,  
Viterbi Business Affairs
- IV. What I Learned at SRA, Nichole Phillips**, Director of Research Administration, Viterbi  
Business Affairs
- V. Timeline for Proposal Submissions, Nichole Phillips**, Director of Research  
Administration, Viterbi Business Affairs and **Amanda Salazar**, Principal Officer,  
Department of Contracts and Grants

**Next Meeting – Summer 2018**