

UNIVERSITY OF ILLINOIS
AT URBANA CHAMPAIGN

Department of Mechanical Science and Engineering

College of Engineering
158 Mechanical Engineering Building, MC-244
1206 West Green Street
Urbana, IL 61801-2906



July 26, 2017

Dear SPaRC Awards Committee,

It is with great pleasure that the Mechanical Science and Engineering Grants Management Office submits an [OUTSTANDING SERVICE AWARD NOMINATION FOR STEPHANIE FELLMANN](#), Proposal Coordinator in Sponsored Programs Administration Pre-Award. Stephanie has been our assigned proposal coordinator since August of 2015, however our interactions date back further due to her previous positions at OSP(RA). During this time, Stephanie has provided outstanding service in support of the proposal submission process.

Timely and Responsive – Our office is often presented with difficult deadlines in which we are notified of proposals with limited lead time. Stephanie is always quick to respond to any questions we pose to her, which in turn allows us to provide better service to our faculty and submit proposals to SPA more timely. In addition, she shows great poise and professionalism when aiding us in meeting challenging deadlines. Previous co-worker, now department colleague, Scott Corum, said, “Her dedication to her job is outstanding.” This characteristic is evident at the departmental level because her customer service is exceptional. In addition to her responsiveness with questions, Stephanie does her best to submit proposals in advance of the deadline as much as possible. As a department, we appreciate this effort so, there isn’t a last minute rush to edit documents.

Resourceful and Knowledgeable – Nearly every proposal submission is unique from the one before. At the department level, our investigators regularly make requests that don’t follow a “normal” proposal submission. When we don’t have the answers to those requests, we turn to Stephanie as a resource, to seek her opinion or direction. We value the depth of her pre-award knowledge and appreciate the extra effort she makes when she seeks out answers on our behalf, ensuring that we have all of the necessary information. Other departments have recognized her expertise, as well. NCSA’s Tamara Roosevelt stated, “Stephanie is efficient, knowledgeable, and available for questions. She is friendly and easy to work with, patient, and is always up for our unique NCSA challenges.”

Stephanie co-taught a SPaRC’Ed elective class alongside Haruka Brown (undersigned on this letter) and Sarah Lorbiecki. Being asked to teach a SPaRC’Ed class inherently implies that Stephanie is regarded as an expert in her field. During the course of the class preparation and delivery, Stephanie took the lead in organizing meetings and compiling the presentation materials. She conveyed the materials and her knowledge in proposal preparation to broader audiences effectively and effortlessly. Haruka Brown noted, “While preparing for the class, I caught a glimpse of how demanding her work really is. Despite her heavy workload, being under pressure

of meeting tight deadlines, and working through the constant interruptions of receiving a large number of emails/phone calls from units throughout the campus seeking her guidance, she is always willing to provide her guidance and help without hesitation.”

Collaborative Effort – In the time since Stephanie has been assigned as our proposal coordinator, our department’s relationship with SPA, Pre-Award has improved and strengthened considerably. The proposal submission process now resembles more of a coordinated team effort rather than a compartmentalized one. There is increased dialogue between our office and Stephanie regarding proposal volume, deadlines, and plans to be out of office. This regular communication helps manage the expectations on both sides which renders more reasonable expectations.

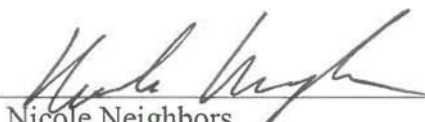
Stephanie’s impact is far-reaching, as demonstrated by both the letters of support accompanying our nomination and the observations and statements offered by multiple departments across campus. Wendy Balthazor of the College of Veterinary Medicine indicated, “Stephanie is always a pleasure to work with on any proposal that crosses her desk. She is able to quickly and accurately conduct reviews on a large number of proposals across a wide spectrum of sponsors. In addition to providing her customers with excellent customer service, she has also become someone that we, as her departments, know we can count on to always be cheerful on the phone, in emails, or in person when we discuss current proposals we are working on. We believe that Stephanie goes above and beyond to make her departments day-to-day functions operate smoothly.”

We hope that our comments, along with those of our colleagues, adequately demonstrate how **STEPHANIE FELLMANN PROVIDES OUTSTANDING SERVICE** in the “behind-the-scenes,” underappreciated task of a proposal coordinator. A quote from her previous supervisor at OSP, now at Carle Foundation Hospital, Kathy Dams perhaps summarizes Stephanie’s contributions best, “Stephanie has been a pillar of Research Administration at the University of Illinois for many years, serving as a resource and contributor for departments and administration alike. She emulates outstanding service in all of her interactions, ensuring that research funding is sought in a competitive and compliant manner, while building strong interdepartmental relationships and encouraging a culture of collaboration in research at the University. Stephanie was always an invaluable resource and support to me and our team of Proposal Coordinators when I served at OSP. I’m very pleased and proud to contribute to this well-deserved nomination for a very deserving individual.” Please feel free to contact any of us if you wish to further discuss Stephanie’s qualifications for this award.

Sincerely,



John Wierschem
Assistant to the Head



Nicole Neighbors
Associate Director of Research Administration



Yvonne Shaw
Sr. Grants and Contracts Coordinator



Haruka Brown
Grants and Contracts Coordinator

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Department of Materials Science and Engineering

College of Engineering
1304 West Green Street
Urbana, IL 61801



Dear SPaRC Retreat Planning Committee,

It is my pleasure to nominate Ms. Stephanie Fellmann for the SPaRC Outstanding Service Award. It is my understanding that Stephanie joined the OSP team while she was a student worker, and the department has been lucky enough to retain her since then. My first interaction with Stephanie was as a customer of the OSP specialist team, in which she sent award notification, questions, and follow-up requests to both UIUC departments, off-campus subawardees, and sponsors in a most timely manner. In her role as Specialist, she often went the extra step, serving as a liaison, when necessary, with more senior staff at OSP in order to answer a question I had asked.

When I was notified in January 2015 that I was being reassigned with Stephanie as my Proposal Coordinator, my only concern was wondering who could possibly replace her previous position. I was thrilled to be working with her on a more regular basis.

Even when I give Stephanie less than a day to review a proposal, she does not simply “rubber-stamp” an approval. It is rare that we do not discuss by phone either a small detail or major issue with a proposal I have prepared with my faculty, even if we don’t have much time. She is able to perfectly balance quality with quickness.

Without fail, Stephanie makes me feel as if my proposals are the most important ones in her workload. While the “math” does not work for this perception, (knowing her other department assignments), it is most appreciated by me, and my faculty members.

Her customer services skills are second to none. She never complains about heavy proposal periods; instead, she just explains why her response may be longer than her usual couple of hours. In fact, if I have a non-pressing question, but know she has a heavy deadline week, I wait to ask her, as I know she will not be able to ignore even a non-pressing question or request for help.

I am grateful to Stephanie for helping me to help my faculty in the more efficient and quality way possible. While I tend to purposefully serve as a liaison between my faculty researchers and Stephanie, her quality assistance cannot be ignored. Below are excerpts from faculty members who observed her support.

Thank you for your consideration of Stephanie Fellmann for the Outstanding Service Award.

Allison Sutton
Business & Finance Coordinator
Materials Science and Engineering

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Department of Materials Science and Engineering

College of Engineering
1304 West Green Street
Urbana, IL 61801



A note of thank you to all of you efficient and kind people. The things you help us accomplish!

Cecilia

Cecilia Leal

Assistant Professor

Materials Science and Engineering and
Frederick Seitz Materials Research Laboratory
University of Illinois at Urbana-Champaign

Stephanie

Thank you so much for all of your assistance, I'm really grateful to you for going above and beyond in administering my recent DMREF and DARPA submissions. It wouldn't have been possible without you.

Kind Regards

Andy.

Andrew Ferguson, PhD

Assistant Professor of Materials Science and Engineering Affiliated Assistant Professor of Chemical and Biomolecular Engineering Affiliated Assistant Professor of Computational Science and Engineering
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UNIVERSITY of ILLINOIS
AT URBANA - CHAMPAIGN

Department of Computer Science
201 N. Goodwin Ave.
Urbana, IL 61801-2302
USA



July 26, 2017

Dear Evaluation Committee:

It is my great pleasure to nominate Stephanie Fellmann for the 2017 SPaRC Outstanding Service Award, in recognition of her outstanding service in support of research administration at Illinois.

I have known Stephanie since 2010 when I started at the Office of Sponsored Programs (OSP) and she was a student worker. Her outgoing personality and strong work ethic were apparent. She was very diligent with her responsibilities as a student worker. As one of the youngest employees of the office, she took the job seriously and had an advanced understanding of OSP's work processes and how each of the divisions within the office worked together. I was impressed from the very beginning.

Fast forward seven years and Stephanie is now one of the longest tenured staff at OSP. Her dedication has been very evident through the years. I remember a period of time when Stephanie was a Specialist at OSP and staffing was at a critically low level. Stephanie stayed late and came in early nearly every day to ensure that the office could continue to function at the normal level of production. Not because she was forced to, but because she was a team player. If it were not for her efforts, the entire office would have experienced a significant disruption and OSP's external customers would have experienced delays in the processing of proposals and awards. A top tier research institution such as Illinois cannot afford to have those sorts of workflow disruptions, and Stephanie's actions helped ensure that they did not occur.

As a Proposal Coordinator at OSP, Stephanie consistently offered to assist her co-workers when the overall proposal volume was imbalanced and the workload of others exceeded her own. I experienced this many times during my tenure as a Proposal Coordinator. She was the first to ask me if she could help and would set aside her own work to do it. The units that she supports as a Proposal Coordinator frequently rave about her customer service, work ethic and reliability. She genuinely cares about the people she works with and makes an effort to get to know everyone on a personal level, while also maintaining a positive professional relationship. Because of that, she is well respected by her co-workers and colleagues.

Many within the research administration field view Stephanie as a leader. She is extremely knowledgeable, eager to take on any challenge, and always reliable. When asked a question, she responds quickly and accurately. Stephanie never shies away from a complicated problem or a difficult situation and makes every effort to resolve matters in a timely manner. She also continuously strives for professional development. Thorough attendance at regional and national NCURA conferences, participation in SPaRC'ed presentations, serving on numerous committees, and taking on many different ad-hoc tasks and miscellaneous roles within OSP, she has shown her eagerness to be a leader for OSP and to take the next step in her professional career.

Stephanie is a prime example of outstanding service. She has positively affected many faculty and staff on the Illinois campus and beyond. I believe she is a deserving candidate for the 2017 SPaRC Outstanding Service Award.

Sincerely,

Geoff Dehler



Department of Physics
1110 West Green Street
Urbana, IL 61801-3080 USA

July 3, 2017

SPaRC Awards Committee
1901 South First Street, Suite A
Champaign, IL 61820-7406

RE: Recommendation for **Stephanie Fellman**, Office of Sponsored Programs
2017 SPaRC Outstanding Service Award

Dear Colleagues:

I write to offer my strongest support for Stephanie Fellman for the 2017 SPaRC Outstanding Service Award. As a recipient myself of the SPaRC Lifetime Achievement Award (2016), I am keenly aware of the many, many deeply committed and highly professional employees whose work contributes every day to the excellence of research administration at the University of Illinois. Choosing among so many deserving individuals must be a daunting task for your committee, but Stephanie fully deserves to be included in that honored cohort, as I will explain in this letter.

I worked extensively with Stephanie for several years while she was the negotiator for Department of Physics' proposals in the Office of Sponsored Programs. I frequently went to her with questions that nobody else could seem to answer. And if she didn't know the answer immediately, I could always depend on Stephanie to either refer me to the right person on campus or dig out the information for me. That she responds to every request, no matter how arcane or seemingly unimportant, with unflinching promptness, cheerfulness, and courtesy sets a high bar for all of us.

I saw only a part of Stephanie's duties—those related to pre-submission checking of grant proposals—but they alone required a *staggering* amount of knowledge and experience, demanding an exquisite ability to set priorities and keep track of details. That Stephanie could do it all is remarkable—that she could do it with steadfast good humor and grace under extreme pressure is astonishing. I admire her professionalism more than I can say.

Of the perhaps 150 staff that I have worked with in my 24 years at the University of Illinois, I would rank Stephanie in the top 5 percent. In all of her interactions with me, Stephanie was truly the best of the best. I am known to be exacting and attentive to detail, but more times than I care to admit, Stephanie caught mistakes that I had overlooked and kept me and my physicists out of trouble.

For her abiding commitment to excellence at the University of Illinois, for her infinite patience and unflagging willingness to help everyone who crosses her threshold with a question or a problem, for her infectious positive attitude, for her unwavering professionalism, and for her plain hard work, Stephanie Fellman is deeply deserving of the SPaRC Outstanding Service Award. I recommend her most strongly for your consideration.

Very truly yours,

Celia M. Elliott
Director, External Affairs and Special Projects



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SPaRC Awards Committee,

Several years ago when I was notified that the Proposal Coordinator that was assigned to my department would be moving to a new position, I was worried. I had worked with this particular coordinator for several years and we had a good working relationship. With reluctance I had no choice but to accept the fact that I had to make a change.

In steps, Stephanie Fellmann. From day one Stephanie has provided exemplary service. For this reason I am nominating Stephanie for the FY17 SPaRC Outstanding Service Award.

Stephanie has always provided me with nothing but excellent service. If I have a question about a sponsor RFP or FOA, I am confident that I can give her a call and she will provide me with a knowledgeable answer to my question. She always guides me in the right direction. If she doesn't have an answer to my question, which is very rare, she will take the necessary steps to obtain the answer and get back to me quickly. We have never missed a deadline.

On several occasions, Stephanie has worked directly with my PI's, if I happen to be out of the office. The most recent example that I have of the outstanding service that she provides happened just last week. She was aware that I was getting ready to leave on vacation and that I was working on a DOE submission that was really consuming a lot of my time. She actually set aside some other proposals that she was working on so that we could work together on the submission before I left.

Stephanie is very thorough with her proposal review and I have the utmost confidence in her. If an error has been made or she thinks that an additional edit needs to be made, she contacts me and we get it resolved. I actually think that it makes me more efficient because I know what she is going to be looking for therefore, my pre-submission review has improved because of her due diligence. There are times that she may have to work with a difficult sponsor and she always handles the situation with professionalism.

For all of these reasons I urge the committee to accept my nomination for Stephanie Fellmann to be a recipient of the FY 17 SPaRC Outstanding Service Award.

Sincerely,

Margaret A. Morrison
Assistant Director for Finance
Prairie Research Institute

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

University Library

Business & Human Resources
Service Center
111/127 Main Library, MC-522
1408 West Gregory Drive
Urbana, IL 61801



July 26, 2017

Dear SPaRC Awards Committee;

It is my great pleasure to write to you to support the nomination of Stephanie Fellmann for the 2017 SPaRC Outstanding Service Award. As the Manager for Research Administration for the University Library I have had many opportunities over the years to work with Stephanie. One of the things that has impressed me over the years is Stephanie's can do attitude and willingness to be of assistance. I cannot count the number of times that I have called Stephanie to say "I've got a quirky proposal going." She never hesitated and embraced the challenge of working with us.

Over the years, Stephanie and I have worked on dozens of proposals together for the University Library. Many of them have been intricate with multiple sub-awardees and complex cost share scenarios. The one that immediately comes to mind is our Gates Foundation award. It included many foreign sub-awards and a rather complex budget format. Stephanie took it in stride without missing a beat. We were able to work together within the budget framework provided to us by the sponsor. Additionally Stephanie was of great assistance in helping me explain to our inexperienced sub-awardees what paperwork was required of them at this stage. I have no doubt that her expert assistance was integral to the success of this proposal.

I've always known that I can count on Stephanie to be there for the University Library and my Principal Investigators. Stephanie represents the high standard which we have come to enjoy when working with the staff at OSP. She has my enthusiastic support for the SPaRC award.

Sincerely,

Kathie Veach, CRA
Manager for Research Administration

Shaw, Yvonne Rose

From: Clawson, Elizabeth A
Sent: Monday, June 26, 2017 1:30 PM
To: Shaw, Yvonne Rose
Subject: SPaRC award nomination

Dear Committee,

The College of Applied Health Science would like to offer our nomination of Stephanie Fellman for the Outstanding Service SPaRC award. Stephanie is the assigned OSP proposal coordinator for the College of Applied Health Science.

We depend on Stephanie for her expertise. There are many times we contact her needing guidance regarding RFP language or the proper way to handle a submission. She is able to get back with us quickly although we know she has much on her plate. We value her input.

We appreciate her assistance on proposals with tight deadline turnaround. Although we do communicate to our faculty the timeline for proper submission, due to unforeseen circumstances, we do have proposals that are submitted at the last minute. Stephanie has always been able to accommodate us on every single one. Our college truly appreciates this given the importance of research to our faculty.

Stephanie is an expert who handles her work with diligence and courtesy. We appreciate her professionalism.

Sincerely,

Your colleagues at the College of Applied Health Sciences.

Liz Clawson

Outstanding Service

The SPaRC Outstanding Service Award shall be presented to an individual who has demonstrated outstanding service in support of research administration at Illinois.

To be eligible nominees shall have served the field of research administration at Illinois for a minimum of five years. During the time of his/her service nominee shall have demonstrated outstanding service in support of research administration at Illinois. Nominees will be reviewed based upon their service to the university, college, center, or department. Contributions may be specific to their involvement in SPaRC, presentations within Illinois, involvement in panel discussions, authorship of papers in professional publications, and overall contributions in supporting research administration at Illinois.