



## SCHOOL OF SOCIAL WORK

1010 W. Nevada Drive, MC-082  
Urbana, IL 61801-3813

July 16, 2021

SPaRC Award Committee

Committee,

I am pleased to nominate Donna Jenó-Amici for the *SPaRC Award in Outstanding Service*. Donna has been a huge asset to the School of Social Work since February 2013, and we are thrilled to have her. I've only worked with Donna since 2017, but looking at files from the early years, she has prepared and managed grants and awards for an alphabet soup of agencies. Donna has experience with foundations, state agencies, federal agencies, private companies, many other Universities, and UI internal proposals.

Donna provides an extremely high level of service, to the point I have had to reign her in. She has developed or located templates for agency-specific budgets, subaward budgets, letters of support, and other more standard sections of proposals. She often provides PIs with a custom timeline and checklist for each proposal, which allows them more time to focus on the content of their proposal, not the process. Comments I have received regarding Donna include:

- "I just wanted to thank you for resolving the issues we had in the past 6 months or so with the grant management. Things are much smoother now, the project is stabilized, recruitment and follow up rates are up..." 22 March 2018
- "I just want to say thank you for sharing the CRB budget template you put together. While I did not win the CRB, I have used the template for a couple of other proposals and it is so helpful!" 21 Dec 2018
- "It's been an unusual year and as I reflect back, I am reminded of how awesome you have been through it all.... I want you to know that I think you are pretty special. Not many people could manage the load you carry and stay so positive and helpful. From the bottom of my heart, many thanks to you for steering this ship through uncertain and sometimes choppy waters." 18 Dec 2020
- "...Donna has been super helpful in quickly drafting the budget for our proposal. We could not thank her enough for her excellent and efficient work! We are very fortunate to have her at our School!." 14 Apr 2021

We moved to a cradle-to-grave approach in 2017, and Donna's portfolio includes several of our faculty who hold multiple awards. She has met the challenge of juggling budgets, adjusting effort, and keeping on top of deadlines. Professionally, Donna stays very involved. She represents the School of Social Work at RAAB, completed and maintains SPaRC certification, and is a member of NCURA and SRA. She took advantage of the online learning opportunities these groups provided during COVID and continues to expand her knowledge of grants administration.

Research at the School of Social Work has continued to thrive with Donna on staff. In the last year we added an Associate Dean for Research and a Research Program Specialist, both to help guide faculty in finding and obtaining funding. Donna jumped in to assist in on-boarding, set regular meetings to include them, and has been sharing her templates and examples as they develop online resources for PIs. Donna continues to learn, grow, and suggest improvements to our processes, and for that the School of Social Work is extremely grateful. She has provided Outstanding Service in our book!

Sincerely,

A handwritten signature in black ink that reads "Wendy Harris". The signature is written in a cursive, flowing style.

Wendy G. Harris  
Associate Dean for Administration