## SPONSORED RESEARCH: ABOUT OUR TEAMS

1 of 1

As the university's central pre-award and non-financial post-aware research administration unity, Northwestern Sponsored Research is accountable to the university and external sponsors for compliance, review, advisement, negotiation, approval, and authorization of all sponsored research activity. Sponsored Research assists investigators in proposing and managing sponsored program in support of Northwestern University's mission of innovative research, excellent teaching, and public services, serving as the university's central research administration office and institutional point of contact.

## **Contracts & Negotiation Award Management Subcontracts Management Proposal & Award Acceptance** Senior Director, Clay Arnett Director, Michael Ferguson Director, Tyra Darville-Layne Senior Director, Andrea Zakrzewski Assistant Director, Adrienne Lundquist Assistant Director, Sam Mombu Award set-up Outgoing subcontracts Negotiation of: Competing proposals Award state modifications & amendments (new and amendment) Sponsored Research Agreements Proposal-stage change requests NIH Research Performance Progress Report Federal Financial Accountability & Clinical Trials Award acceptance (RPPR) Transparency reporting Federal Contracts NIH Just-In-Time Non-Funded Negotiations (MTA/DUA/CDA)

## **Business Systems & Operations**

Award Set-Up

Senior Director, Kim Griffin

Assistant Director, Systems & Data,
Sara Krentz

Identifying

Funding

Opportunities

**Proposal Development** 

& Submission

- Electronic Research Administration system enhancements and support
  - Award logging and quality assurance
- New sponsor and subcontractor vetting and setup
  - eRA system account management
  - Sponsored Research metrics and dashboard

Assist. Director, Administration & Strategic Communications, **Melissa Mizwa** 

**Award Negotiation** 

& Acceptance

- Sponsored Research communications channels (listserv, websites, CLEAR meetings, central mailboxes)
- Sponsored Research Online Training and in-person course curriculum development
- Oversee Sponsored Research administration process

Sponsored Research Coordinator Team Lead, **Monique Drones** 

Award

Closeout

Award

Management

- Institutional and federal compliance check, reporting and audit inquiry assistance
- In-progress item metrics monitoring for assigned units
- Incoming request monitoring, review and assessment
  - Activity closeout processing