

Proposal & Award Acceptance Team

The PAA team provides both pre- and post-award support to Northwestern Research community including, but not limited to, proposal review and submission, award negotiation and acceptance and post-award non-financial management.

LEADERSHIP

Senior Director Sponsored Research, Proposal & Award Acceptance

The Senior Director, Proposal & Award Acceptance oversees and provides leadership and management for the team. They strategize and collaborate with other SR leaders on projects and objectives in alignment with SR goals. In addition, they provide training, mentoring, and performance development and management to their direct reports.

Assistant Director, Proposal & Award Acceptance

The Assistant Director, Proposal & Award Acceptance oversees the Sponsored Research proposal submission portfolio. They provide training, mentoring, and performance development and management to their direct reports.

TEAM ROLES

Sponsored Research Officers (SRO)

The Sponsored Research Officers review, analyze, negotiate, and accept incoming awards. They also provide input and guidance on resultant award actions as needed. In addition, they review, offer guidance, and submit extremely complex proposal submissions.

Associate Sponsored Research Officers

The Associate Sponsored Research Officers review, analyze, negotiate, and accept incoming award modifications and amendments. They review and approve non-financial post award actions and review, offer guidance, and submit a limited subset of complex proposal submissions.

Assistant Sponsored Research Officers

The Assistant Sponsored Research Officers review, offer guidance, and submit sponsored research proposals to sponsors.

Contracts & Negotiations Team

The Contracts & Negotiation Team drafts, reviews, and negotiates agreements and contract for sponsored research projects, and ensures that all agreements comply with Northwestern University policies and procedures.

LEADERSHIP

Senior Director Sponsored Research, Contracts & Negotiations

The Senior Director, Contracts & Negotiations oversees and provides leadership and management for the team. They strategize and collaborate with other SR leaders on projects and objectives in alignment with Sponsored Research goals. They also provide training, mentoring, and performance development and management to their direct reports. In addition, they execute a broad range of agreements on behalf of Northwestern University.

Assistant Director, Contracts & Negotiation

The Assistant Director, Contracts & Negotiations oversees the Contract Officer contracting portfolio. They provide training, mentoring, and performance development and management to their direct reports. They also have oversight of high-profile constituency and develop and support compliance-related procedures with Sponsored Research partner units. Lastly, they execute a broad range of agreements on behalf of Northwestern University.

TEAM ROLES

Contracts & Negotiation Mangers

The Contracts & Negotiation Managers review, negotiate, and execute complex incoming contracts. They provide support and guidance to SR negotiators on contractual matters. In addition, they develop and present contracts-related training and execute agreements on behalf of Northwestern University.

Contract Officers (CO)

The Contract Officers review, negotiate, and accept incoming funding and non-funded contract agreements for designated portfolio. They execute assigned agreements on behalf of Northwestern University.

Associate Contract Officers

The Associate Contract Officers review, negotiate, and accept non-funded agreements. They may also execute non-funded agreements on behalf of Northwestern University.

Awards Management Team

The Awards Management Team provides pre- and post-award support, including establishing awards in Northwestern University enterprise systems and processing non-financial post-award reporting and requests.

LEADERSHIP

Director Sponsored Research, Awards Management

The Director, Awards Management oversees and provides leadership and management for the team. They strategize and collaborate with other Sponsored Research leaders on projects and objectives in alignment with SR goals. They also provide training, mentoring, and performance development and management to their direct reports.

TEAM ROLES

Awards Management Associate (AMA)

The Awards Management Associates review and analyze incoming awards for accurate set-up in sponsored research enterprise and Northwestern University financial systems. In addition, they review and analyze NIH Research Performance and Progress Reports (RPPRs) and process award lifecycle actions.

Subcontracts Management Team

The Subcontracts Management Team drafts, negotiates and issues outgoing subcontract agreements, conducts subrecipient risk assessments and post execution activities such as federal FFATA reporting.

LEADERSHIP

Director Sponsored Research, Subcontracts Management

The Senior Director, Proposal & Award Acceptance oversees and provides leadership and management for the team. They strategize and collaborate with other Sponsored Research leaders on projects and objectives in alignment with SR goals. In addition, they provide training, mentoring, and performance development and management to their direct reports.

TEAM ROLES

Subcontracts Research Officers (SRO)

The Subcontracts Sponsored Research Officers review, analyze, issue, and negotiate complex and standard subcontracts. They oversee high-profile and standard constituency and provide guidance on operational topics. In addition, they provide guidance for subawards on Federal Contract and clinical trial prime awards, and exercise delegated signature authority.

Assistant Subcontracts Sponsored Research Officers

The Assistant Subcontracts Sponsored Research Officers review, analyze, and issue standard subcontracts. They have oversight of standard constituency and provide guidance for operational topics.

Business Systems & Operations Team

The BSO Team supports Sponsored Research's research administration system initiatives, ensures the highest quality sponsored projects data, and communicates timely information to the larger Northwestern University research community

LEADERSHIP

Senior Director, Business Systems & Operations

The Senior Director, Business Systems & Operations oversees and provides leadership and management for the team. They strategize and collaborate with other Sponsored Research leaders on projects and objectives in alignment with SR goals. In addition, they provide training, mentoring, and performance development and management to their direct reports.

Assistant Director, Systems & Data

The Assistant Director, Systems & Data manages the processes, data quality, and procedures associated with enterprise sponsored research applications. They are the primary data analyst in Sponsored Research, producing reports on sponsored projects activity and ensuring data integrity in the source systems. They maintain registrations with sponsored systems and oversee entity process, including providing financial approval for entity setups.

Assistant Director, Administration & Strategic Communications

The Assistant Director, Administration & Strategic Communications manages the day-to-day operations of the administrative, strategic communications and training areas: staff onboarding, space, administrative process automation, SR website, CLEAR meetings, staff newsletter, training strategy and development.

TEAM ROLES

Sponsored Research Coordinator Lead

The Sponsored Research Coordinator Lead reviews metrics for each unit within the Sponsored Research office. They collaborate with leadership to provide quality improvements to the Sponsored Research Coordinator's daily workflow and ensure the smooth functioning of the SR Coordinator team.

Sponsored Research Coordinator

The SR Coordinator manages the workflow for all units within Sponsored Research. They ensure timely and efficient business processes across Sponsored Research while ensuring that Northwestern University complies with auditing requirements for sponsored projects.

BSO TEAM ROLES CONT.

Sponsored Research Analyst Senior

The SR Analyst Senior manages electronic research administration (eRA) system access and accounts. They vet and process new sponsor and subcontract entity requests, and staff the SR systems help desk. In addition, they perform quality assurance for awards and modifications, and distribute and log in awards received from sponsors. Lastly, they complete data entry for approved non-financial award modifications.

Training Specialist

The Training Specialist develops training content including Sponsored Project Online Training web courses, in-person/virtual case-study based courses, and job aid/desk references. They also coordinate quarterly in-person/virtual course offerings.

Officer Manager

The Office Manager oversees day-to-day office management, ensuring all staff have access to equipment, supplies, and information needed to perform their jobs. They are responsible for procurement and expense requests, incoming email and mail, and event planning and support.