Office for Sponsored Research
Chicago Campus

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Agenda

• Background/Mission
• OSR-Chicago Organization
• Staff Responsibilities
• Future Directions & Program Review Results Implementation
Mission

The Office for Sponsored Research serves as Northwestern University’s central research administration office and the institutional point of contact for external research sponsors.

OSR provides comprehensive pre- and post-award services including proposal review, submission, award negotiation, nonfinancial post-award administration and reporting, amendments, closeout and training services.

OSR will assist with the interpretation of regulatory requirements and provides oversight of compliance systems and related policies.
OSR-Chicago Statistics – FY2016

• Proposals:
  ✓ $1.9 Billion (65% campus activity)
  ✓ 2163 Proposals (62% campus activity)

• Awards:
  ✓ $446.2 Million (69% campus activity)
  ✓ 1883 Awards (61% campus activity)
OSR Grants Team Responsibilities

**Grants Officers** provide a full range of pre- and post-award services to the University research community, including proposal review, award negotiation, subawarding, reviewing requests for budget changes, no-cost extensions, prespending authorizations, issue outgoing subawards and oversee subrecipient monitoring and secure signatures and authorizations on behalf of Northwestern University. They serve as liaisons between NU faculty/staff, subrecipient organizations and governmental and nonprofit sponsors/funding agencies.

**Grants Assistants** provide pre- and post-award review of all extramural funding activities. They review budgets for accuracy and insure that both University policy and funding agency/sponsor guidelines have been met on all proposal submissions. Grants Assistants also support Grants Officers in creating University accounts for sponsored programs; they serve as liaisons between departments, OSR, and Accounting Services for Research and Sponsored Programs (ASRSP) in establishing such accounts.

Assignments by department, except federal government contracts
OSR Corporate Team Responsibilities

**Contract Officers** are responsible for preparation, review, redlining, and negotiation of contracts and other sponsored programs agreements. These typically industry sponsored basic and clinical trial agreements and associated agreements such as confidentiality disclosure, data use and material transfer agreements.

**Coordinators of Administration and Grants** are responsible for coordination and administration of industry sponsored clinical trial and basic research proposals and accounts, and non-funded material transfer agreements, data use agreements and confidentiality agreements.

Assignments by department, except cancer center by subspeciality and non-funded agreements (MTA, DUA, etc) by agreement type
Award Types

- Grants/Cooperative Agreements
- Contracts
- Subawards
- Industry sponsored Clinical Trial Agreements
- Industry sponsored basic Research Agreements
- Other related agreements:
  - Non-Disclosure Agreements (Confidentiality Agreements)
  - Material Transfer Agreements
  - Data Use Agreements
  - Master Agreements
Reminders

Research awards are made to Northwestern University

- Faculty and staff are employees of NU
- Faculty carries out research in their role and to support the institutional mission
- Staff maintain the administrative policies, systems and procedures in its role and to support the institutional mission

• See: Roles/Responsibilities
  – [http://www.researchroles.northwestern.edu/](http://www.researchroles.northwestern.edu/)
Reminders

If you have questions – contact your Grants Officer or Contracts Officer.

How do I find out who:

https://osr.northwestern.edu/contact/contact
FUTURE PLANS
Program Review & Huron Results

• Business Impacts of Last-Minute Proposals
  – Deadline-driven processes relegate non-deadline tasks to background

• Campus-specific Business Process Differences

• System Limitations – InfoEd, NUFinancials
  – NU eRA systems not optimized to facilitate business processes

• OSR/Dept roles not clearly defined/consistent
• Lack of training/accountability resulting in rework
• Lack of Metrics
Program Review Implementation

• Streamlined Proposal Review ~ target Pilot Spring 2017

  ➢ Define new submission components and workflow for OSR review

  ➢ Define internal deadlines that dictate type of review
    ➢ Comprehensive – at least 3 full business days prior to deadline
    ➢ Limited – less than 3 business days prior to deadline

  ➢ Define OSR turnaround timelines for review
    ➢ First-in/First-Out based upon sponsor deadline
Program Review Implementation

• Award Setup ~ Target Spring 2017
  ➢ Decreasing time to award setup
  ➢ Assign dedicated staff to Award processing functions
  ➢ Queue – first-in, first-out

• Subaward/Subcontracts ~ Target Spring 2017
  ➢ Already consolidated in Evanston
  ➢ Create Subaward Team in Chicago
Questions?

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