Contracts & Negotiations Team

The C&N Team drafts, reviews, and negotiates agreements and contracts for sponsored research projects, and ensures that all contracts and agreements comply with Northwestern University policies and processes.

Sr. Associate Director, Contracts & Negotiations
The Sr. Associate Director, C&N 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. 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 the university.

Assistant Director, Contracts & Negotiations
The Assistant Director, C&N 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 SR partner units. Lastly, they execute a broad range of agreements on behalf of the university.

Contracts & Negotiations Managers
The Contracts & Negotiations 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 the university.

Contract Officers (CO)
The Contract Officers review, negotiate, and accept incoming funded and non-funded contract agreements for designated portfolio. They execute assigned agreements on behalf of the 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 the university.

Sponsored Research Coordinator
The Sponsored Research Coordinator manages intake, workflow, and closeout of contract agreements and amendments. They track the on-hold agreements queue and send timely follow-up inquiries.