Proposals & Award Acceptance Team

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

Associate Director, Proposal & Award Acceptance

The Associate Director, P&AA 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, P&AA oversees the SR Proposal submission portfolio. They provide training, mentoring, and performance development and management to their direct reports.

Sponsored Research Officers (SRO)

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

Associate Sponsored Research Officers

The Associate SRO 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 SROs review, offer guidance, and submit sponsored research proposals to sponsors.

Sponsored Research Coordinator

The Sponsored Research Coordinator manages intake, workflow, and closeout.
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.
Awards Management Team

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

Associate Director, Awards Management
The Associate Director, Awards Management oversees the team and provides leadership and management. 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.

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

Sponsored Research Coordinator
The Sponsored Research Coordinator manages the intake, workflow, and triage of incoming requests. They follow up on aging items and manage training/SOP documentation. They are responsible for the tracking and submission of NIH RPPRs. They also prepare final patent/invention reports, associated compliance checks, and submission to agencies.
The Subcontracts Management Team drafts, negotiates and issues outgoing subcontract agreements, conducts subrecipient risk assessments and post execution activities such as federal FFATA reporting.

Associate Director, Subcontracts Management
The AD, Subcontracts Management 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.

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

Sponsored Research Coordinator
The Subcontracts Coordinator oversees intake, workflow, and closeout activities. They are also involved with post execution activities like archiving files to Onbase, completing FFATA reporting, and updating InfoEd data.
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 research community.

Director, Business Systems & Operations (BSO)
The Director, BSO 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.

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.

Assistant Director, Systems & Data
The Assistant Director, Systems & Data manages the processes, data quality, and procedures associated with enterprise sponsored research applications. They are also 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 sponsor systems and oversee entity process, including providing financial approval of entity setups.

Office 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.

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.

Sponsored Research Analyst Senior
The SR Analyst Senior manages electronic research administration (eRA) system access and accounts. They also vet and process new sponsor and subcontract entity requests, and staff the SR systems help desk email box. 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.