

Basic Science Administration
Matt Temkin
 Executive Department Administrator

- Annual budget process and implementation
- BSA and department operations, staffing, and strategic planning
- Central offices partnership and coordination
- Faculty recruitment strategic planning
- Policy guidance and implementation

Research Administration
Brent Bell
 Associate Director

PRE-AWARD ADMINISTRATION

- Budget preparation
- Proposal development
- Proposal submission

POST-AWARD ADMINISTRATION

- Award setup
- Compliance
- Effort reporting
- Financial reports and projections
- Progress reports

GETTING STARTED

- Assignment of research administrator
- Start-up funds administration
- Transferring grants from previous institution

Financial Administration
Tiffany Parach
 Senior Finance Lead

NUFinancials Approvals and Account Summaries

- Blanket PO processing/monitoring
- Expense approval process
- Sub-recipient monitoring

Procurement

EXPENSE REPORT PROCESSING

PURCHASING

- Access to NUFinancials
- Fisher Stockroom
- iBuyNU and PO Tool
- Ordering startup supplies
- Ongoing supply orders

Facilities
Bob Valadka
 Associate Director

MANAGING EQUIPMENT

- Capital equipment inventory
- Procuring capital/non-capital equipment
- Procuring specialized equipment

FACILITIES MANAGEMENT

- Lab and office relocations
- Lab repairs/renovations
- Lab set-up/onboarding
- FAMIS facilities management requests
- Space reporting

FSM-IT | 1-HELP, option 5
fsmhelp@northwestern.edu
COMPUTER/IT SUPPORT

- Ordering computers and supplies
- Requesting IT support

EQUIPMENT REPAIR AND MAINTENANCE

Unity Lab Services – Thermo Fisher
 Lab Supply Stockroom | Searle B-652

LAB SERVICES

- Autoclave
- Common equipment
- Glasswash

Basic Science Administration (BSA) Functional Areas

