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Assistant Director of Research &  
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**Grants Management Core**

Comprehensive Transplant Center  
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<https://www.feinberg.northwestern.edu/sites/transplant/research/research-cores/grants-core.html>

**Comprehensive Transplant Center**

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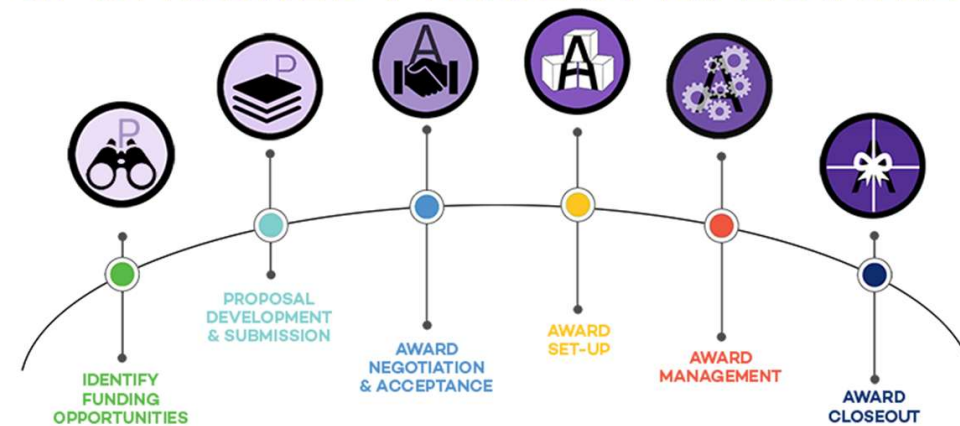


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COMPREHENSIVE TRANSPLANT CENTER

# GRANTS MANAGEMENT CORE

## SPONSORED PROJECT LIFECYCLE



## Mission

The **Grants Management Core** of the Comprehensive Transplant Center (CTC) provides research administration support to investigators conducting transplant-related research in the areas of basic and translational science, clinical trials and health outcomes.

## About the Grants Management Core

The Grants Management Core of the Comprehensive Transplant Center (CTC) is located in the Tarry Research & Education Building, Room 11-721, at 300 East Superior Street, Chicago, IL 60611. The Core's pre-award and post-award grant activities are managed by Kelly Memmer, Assistant Director of Research and Finance.

The Core works closely with the Sponsored Research (SR) office to facilitate research at Northwestern University by efficiently and effectively identifying funding sources, assisting in proposal development, budget preparation, reviewing and endorsing proposals, negotiating agreements, accepting and appropriating awards, interpreting grant guidelines and promoting compliance with sponsor and University policies. The Grants Management Core coordinates with the OSR to utilize the grant proposal development and tracking system—CERES—for submission of all grant proposals.

The Core also works with the Office of Accounting Services for Research and Sponsored Programs (ASRSP) to monitor financial management and reporting related to grant awards.

The Grants Management Core is involved with research administration organizations both inside (NURAP) and outside (NCURA, SRAI) of the University to ensure up-to-date compliance with policies and procedures related to sponsored programs.

The Core assists faculty investigators with numerous funding opportunities from various resources including federal agencies, other academic institutions, local and national charitable foundations, as well as pharmaceutical companies.

## Services

The Grants Management Core is responsible for all aspects of the pre-award and post-award research administration of sponsored programs, research grants and contracts, and clinical trial agreements in the CTC.

- Assist investigators with the preparation and submission of grant applications, including budget preparation and research account set-up with clinical affiliates NMH and NMG.
- Serve as liaison between grant sponsors and central research offices to negotiate contract and award terms
- Monitor research project budget activity to ensure compliance with University and sponsor policies and guidelines
- Review and approve sponsored research expenditures
- Manage research effort reporting and certification process
- Prepare periodic grant financial status reports and annual progress reports

## Getting Started

To discuss submitting transplant specific grant applications using the staff of the Grants Management Core of the Comprehensive Transplant Center, please contact:

### Kelly Memmer

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