

Vice President, Finance and Academic Administration,
Grants and Contracts Administration and Finance

Office Support

Director,
Grants and Contracts

Director,
Business Office

Director,
Grants Accounting

Manager,
Business Office

Manager,
Business Office

Manager,
Business Office

Manager,
Business Office

Manager,
Business Office

Manager,
Business Office

Supervisor

Clinical Trials
Office

Patient Billing

Supervisor

- Review and submit grant applications
- Negotiate contract terms and conditions
- Handle admin requests and close-outs

- Prepare grant applications with PI
- Ensure proper post-award fiscal management
- Assist with collection and submission of scientific annual reports

- Subcontract and sponsor invoicing
- Process credit card, core services, and central billing charges
- Prepare and submit Financial Status Report

- Sponsor invoicing
- Budget development, review, and negotiation
- Post-award financial monitoring

Award Setup

Award Setup

Subcontracts

Subrecipient
Monitoring

System Admin

Effort Reporting
Payroll Allocations

Cash Management
System Admin