Reports to Ken Johnston johnston@iit.edu Interim Controller Office of Finance

Financial Closeouts

negotiations

Indirect cost proposal

Research Integrity and Compliance Nonna Working Manager nworking@iit.edu	Technology Management and Licensing Yi Zhang Director yzhang147@iit.edu	
	Invention Disclosure	Federal and non-federal regulatory financial
Patent filing and prosecution, managementInvention marketing and licensee acquisitionLicense negotiations and royalty sharing distribution managementMaterial Transfer Agreements (MTA's)Federal compliance reporting	prosecution,	compliance Award set up in the financial systems
		Financial reports to sponsors
	License	Billing, cash management and collections
	royalty sharing distribution	Subrecipient monitoring and risk assessment
	Material Transfer	Approval of grant transactions
	Month-end processing	
		Federal and non-Federal audits
		NSF and other surveys
		Desk reviews

Sponsored Research and Programs Robert Lapointe Director, PreAward Iapointe@iit.edu

PROPOSAL PREPARATION AND SUBMISSIONS

> Review RFP's for grant submissions (Federal, and non-Federal, all sponsors)

Work with PI's on proposal preparation (PI starts first page of routing sheet)

Review and submit grant proposals

Develop budgets, current, and other regulatory documents

Obtain required documentation from subrecipients

Updated 09/20/2024