About ISLA and the Office of Research Embedded Staff

The Institute for Scholarship in the Liberal Arts (ISLA) and the Office of Research (OR) have teamed up in order to provide complete life cycle support of grant and research administration. Faculty in Arts and Letters now have access to all grant-related services in one central location—the ISLA office—a “one-stop-shop.” Services include assistance in Pre-Award proposal preparation, Post-Award Financial Management, and Grants Business Management (see inside for detailed services).

The ISLA staff continues to offer Pre-Award services to faculty in the Arts, Humanities, and Social Sciences and the OR staff embedded within ISLA provide Post-Award administration services. The team works closely with Research and Sponsored Programs Accounting (RSPA), whose services include:

- Financial account management, including: financial oversight of grant awards; cash management and external financial reporting
- Risk assessment
- Compliance monitoring
- Development of Facilities & Administrative costs and fringe benefit rates
- Coordination of external audits and reviews
- Oversight of the participant card program for human subject compensation

ISLA
101 O’Shaughnessy Hall
Notre Dame, Indiana 46556-5612
574-631-5730 Phone
574-631-4295 Fax
ISLA@nd.edu
ISLA.ND.EDU

Office of Research
940 Grace Hall
Notre Dame, Indiana 46556-5612
574-631-7432 Phone
574-631-6630 Fax
ORhelp@nd.edu
OR.ND.EDU

Institute for Scholarship
In the Liberal Arts
&
Office of Research
Embedded Staff

Pre-Award,
Post-Award Financial Management, and
Grants Business Management

College of Arts and Letters

Providing members of the Notre Dame research community excellence in complete research life cycle support.
ISLA Pre-Award
Ken Garcia
Associate Director
ISLA
574-631-6494

Lori Loftis
Assistant Director
ISLA
574-631-4264

OR Post-Award Financial Management
Lori McDonald
Assistant Director Office of Research
574-631-1107

OR Grants Business Management
Angie Tompkins
GBM Consultant Office of Research
574-631-6229

Services:
- Review sponsor guidelines and identify key issues
- Facilitate meetings for proposal development and coordination, and develop timeline for input/approvals
- Write portions of some proposals (especially institutional), and provide critique of draft proposals
- Prepare proposal budgets and budget justifications
- Assist with cost share commitments and documentation
- Review any contractual terms at proposal stage if needed and secure subcontract information
- Assess/critique the persuasiveness of the proposal’s overall argument assuring it meets all sponsor guidelines and is in final form
- Facilitate routing and obtain appropriate approval signatures
- Coordinate efforts of faculty teams for development of institutional proposals
- Assist with sponsor forms and electronic submission systems
- Draft letters of inquiry to private foundations for Dean, Provost, or President’s signature
- Assist with sponsor requests for re-budgets, just-in-time information, etc.
- Assist in preparation of biosketches, current and pending funding, or other proposal non-technical information
- Assist Faculty with customized funding searches and provide information on funding opportunities
- Facilitate and secure approval for pre-award spending/advance accounts
- Establish award budget and accounts for grant expenditures
- Communicate terms of award and requirements to research team
- Conduct “launch meetings” with faculty to identify and coordinate project business needs
- Approve or forward to sponsor for approval, re-budget requests, no-cost extensions, or changes of scope or PI
- Develop account projections/internal financial reporting for PIs to monitor and plan for grant expenditures
- Address questions about sponsor terms and requirements, allowability of charges, etc.
- Provide proactive notification prior to account expiration.
- Review to ensure appropriate compliance approvals are in place for expenditure of funds
- Serve as liaison for researchers with other central University business offices
- Provide support for buying: BuyND, Procard or other procurement needs
- Prepare journal vouchers, check requests and other business documents
- Assist with fixed asset inventory on grants
- Provide support for hiring and payroll transactions
- Initiate requests for Visa and other international student/faculty issues
- Ensure new hires are appropriately set up for pay and distributions in the HR/PR and Finance systems
- Provide up-front support for key hiring, purchasing, renovation or other key activities for new research hires
- Provide support for reimbursement for travel and other financial transactions
- Schedule research-related conferences or meetings, provide administrative support
- Support hiring of non-faculty research positions
- Provide support for CORES, the core facility ordering and reporting software application