About Grants Business Management (GBM)

GBM was established in January of 2012, and is part of the Research Support Initiative (RSI), an initiative of the Office of the Vice President for Research (OVPR) and the Finance Division, intended to increase the capacity and effectiveness of Notre Dame researchers by reducing the administrative burden associated with research.

The GBM team serves a liaison role with other central University business offices and supports purchasing, hiring and payroll transactions, reimbursement of travel and other financial transactions, assistance with scheduling, and other key functions related to research activities. (See detailed list inside.)

Along with members of the Pre-Award and Post-Award Financial Management teams, members of the GBM team are deployed to the colleges where they are embedded with the researchers they support.

Meet Our Leadership

Melanie DeFord, Director, Grants Business Management

Melanie leads the GBM team and has been with Notre Dame since 1988. Most recently, she served in the capacity of Strategic Research Programs Director, and prior to that was a faculty member in the Department of Chemistry and Biochemistry, and Assistant Director of the Keck Center for Transgene Research. As a former researcher, Melanie understands the value of complete life cycle support of grant and research administration, as well as the importance of excellence in customer service. She has selected her team accordingly to enable researchers to focus on their research. Melanie has a Masters degree in Administration from the University of Notre Dame.

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

Office of Research
Grants Business Management

Reducing the administrative burden of research through exceptional customer service, comprehensive support, and attention to business/transactional detail.

“Enabling Researchers to Focus on Research…”

University of Notre Dame
Grants Business Management—Who We Are and What We Do . . .

Who We Are

Cindi Fujia, Grants Business Management Assistant Director Strategic Research Investments
Cindi has experience as a public school teacher, an educational consultant, a training manager, and most recently an entrepreneur. She managed her own training company prior to joining Notre Dame. Cindi’s educational background is in Interpersonal and Public Communications. She also has a MBA from Bethel College. Cindi brings great enthusiasm, creativity, and organization to her role and joined the office in February of 2012.

Angie Tompkins, Grants Business Management Consultant
College of Arts & Letters, Mendoza College of Business and Other
Angie has served the University since 2009, most recently as Officer Assistant in the Office of General Counsel. Prior to joining Notre Dame, she held the position of Human Resources Manager at Crowe Horwath. Angie’s degree is in Business Management and she possesses a PHR certification in Human Resources. Her strong communication skills and professionalism serve the faculty well; she joined the team in June of 2012.

Kara Primmer, Grants Business Management Consultant
College of Science
Kara has in-depth experience in research administration, as well as research and teaching at the university level. She has been a part of the Notre Dame community since 2005, earning her Ph.D. in Cell Biology and has most recently completed her Post-Doctoral appointment with the Biology Department. Kara’s experiences in the College of Science help her to better understand and effectively respond to the needs of the faculty. Kara joined the Office of Research and the GBM team in June of 2012.

What We Do

♦ 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

Delivering complete life cycle support for grant and research administration with excellent customer service.