Office of Grants & Contracts

The mission of the Grants and Contracts Office at the Hennepin Healthcare Research Institute is to actively support the research enterprise by providing quality research compliance services.

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<th>General Information</th>
<th>Office Contact Information</th>
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<tr>
<td>Mailing Address: 701 Park Ave, Suite PP7.700 Minneapolis, MN 55415-1623</td>
<td>Parkside Professional Center Suite PP7.700</td>
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<td>For questions please contact your Grant Administrator or <a href="mailto:researchinquiry@hhrinstitute.org">researchinquiry@hhrinstitute.org</a></td>
<td>Phone: (612) 873-3401 Fax: (612) 339-5601 Mon-Fri 8am-4:30 pm</td>
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What does my Grant Administrator do?

- Ensure every budget is built around federal and internal cost principles
- Review sub-awardees, contractors, and consultants against federal debarred and suspended lists
- Share potential/existing conflicts of interest with the COI committee
- Review usage of HHS resources and budget appropriately
- Verify and monitor the compliance requirements for conducting research on animals and humans
- Act on behalf of the institution when obligating resources to projects
- Work to achieve mutually beneficial contracts

The Grants & Contracts Team

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- India Waller iwaller@hhrinstitute.org 873-6912
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- Joshua Humphrey jhumphrey@hhrinstitute.org 873-5320
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- Madeline Mahon mmahan@hhrinstitute.org 873-6925
- Mary Wingert mwingert@hhrinstitute.org 873-6885

Important Places on HHRI’s Website

- Researcher Resources tab
  - Form & Policies
    - Employee Effort Certification Form and the HHRI Internal Application for External Support
  - Sponsored Research Administration
    - Grant Administrators Portfolio Assignments
  - Training Videos
    - Videos outlining various forms and useful information

The best lines of communication are always open. Don’t hesitate to contact us!

Questions?

Contact our office at 3-3401 or researchinquiry@hhrinstitute.org
**Basic information your Grant Administrator will need for Grants and Contracts**

- **Scope of Work**: What are the project’s aims and how will they be accomplished?
- **Budget and Justifications**: What are the total direct and indirect costs of the project?
- **HHRI Internal Application for External Support**: This allows us to set up a project number for expenses.

**Timeline for Submissions**

- **Minimum**: All materials sent to your Grant Administrator three days prior to the federal deadline
- **Better Scenario**: Turn in everything one month in advance for review by your Grant Administrator
- **Best Case Situation**: Notify your Grant Administrator the instant you think you want to apply

**An Internal Application for External Support** is due before submission for all research

**Helpful Tips and Tidbits**

- **Never sign anything.** HHRI exists to shoulder the compliance and tracking requirements in contract and grant agreements
- The Institutional Review Board (IRB) meets every two weeks; the Institutional Animal Care and Use Committee (IACUC) meets once a month
- **HHRI is accredited by the Association for the Accreditation of Human Research Protection Programs, Inc. (AAHRPP)** and the **Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC)**

**Clinical Research Billing**

- If you will be billing for clinical services, you will be contacted for additional, separate training
- All costs of the study must be captured in the research budget and planned for ahead of starting the study
- Billing for HCMC services is captured in the Resource Utilization Checklist, which is available online and as part of the IRB application

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