

# 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.

## General Information

Mailing Address: 701 Park Ave, Suite PP7.700  
Minneapolis, MN 55415-1623

For questions please contact your Grant Administrator or  
[researchinquiry@hhrinstitute.org](mailto:researchinquiry@hhrinstitute.org)

## Office Contact Information

Parkside Professional Center  
Suite PP7.700

Phone: (612) 873-3401  
Fax: (612) 339-5601  
Mon-Fri 8am-4:30 pm

## 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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| • Madeline Mahon  | <a href="mailto:mmahan@hhrinstitute.org">mmahan@hhrinstitute.org</a>       | 873-6925 |
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## Important Places on HHRI's Website

[www.hhrinstitute.org](http://www.hhrinstitute.org)



- 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](mailto: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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### **Questions?**

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