



Health Systems Grants Administration and Development

Faculty Overview
November 13, 2014



Mission Statement

The Mission of the Office of Health Systems Grants Administration and Development is to provide administrative services and support to faculty and staff of the Health Sciences Division and the Mitchell Cancer Institute who are involved in extramural sponsored activities. This office ensures compliance with applicable federal, state and private regulations, adherence to policies of the university and the funding sponsor and to ultimately serve the university community in the pre- and post-award management of sponsored activities.



Administrative Services

- Investigation and evaluation of grant opportunities
- Budget and proposal development
- Internal review of applications to ensure the applications adhere to Grants.gov, sponsor, federal (if applicable), state and University guidelines.
- Routing of grant applications for approval by my office, Research Compliance (if applicable), Sponsored Projects Administration and the Office of Research and Economic Development.

Administrative Services Continued



- Submission of electronic grant applications on behalf of the University via Grants.gov, eRA Commons, HRSA eHANDBOOKS, Grantsolutions, ASSIST, AHA portal and others
- Coordination and administration of post-award procedures and activities
- Faculty, staff and community outreach (i.e. faculty development programs, faculty and staff training.....)



Administrative Services Continued

- Act as liaison between the Health Sciences Faculty and the Office of Intellectual Property Management regarding invention disclosures, patents, material transfer agreements and copyright items.
- Work with the Attorney's Office and the Office of Financial Affairs to negotiate, route for review and execution of service agreements, maintenance agreements, consulting agreements and other non-grant funded contracts.



Research Related Offices

The Office of Health Systems Grants Administration and Development works in concert with the following offices:

- Office of Research and Economic Development
- Office of Research Development and Learning
- Office of Sponsored Projects Administration
- Office of Research Compliance
- Office of Grants and Contracts Accounting
- Office of Intellectual Property Management
- Center for Commercialization and Industry Collaboration
- Health Sciences Financial Affairs



University of South Alabama

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Welcome

Ashley W. Turbeville, MBA, CRA, Director
Office of Health Systems Grants Administration and Development

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Our Staff

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