

MOLECULAR BIOLOGY CONSORTIUM RESEARCH GRANT SERVICES PROPOSAL PREPARATION AND COPYEDITING

ABOUT THE MOLECULAR BIOLOGY CONSORTIUM (MBC)

The Molecular Biology Consortium (MBC) is a not-for-profit corporation, incorporated in the states of Illinois and California, dedicated to basic and applied research in biological science and synchrotron technology. The MBC was founded in 1999 to further high-throughput analysis of biomolecular and subcellular structures via a superbend X-ray beamline at the Advanced Light Source.

RESEARCH GRANT SERVICES STAFF

CHAIRMAN - Philip Matsumura, Ph.D.

Chair, Molecular Biology Consortium (2000 - present)

Professor Emeritus, University of Illinois at Chicago, Dept. of Microbiology and Immunology (2010 - present)

Professor, University of Illinois at Chicago, Dept. of Microbiology and Immunology (1979 - 2010)

Chair, NIH Study Section - Prokaryotic Cellular and Molecular Biology (2006 - 2010)

Editor-in-Chief, Journal of Bacteriology (2001 - 2011)

Principal Investigator - continuous funding through NIH R01 grants on bacterial chemotaxis (1981 - 2011)

Under the leadership and guidance of Dr. Matsumura, the following staff provides research grant services:

BUSINESS ADMINISTRATOR - Peggy O'Neill, J.D.

Education:

B.S. Business Administration - University of Illinois at Chicago, Chicago, Illinois (1982)

M.S. Organization and Management - Capella University, Minneapolis, Minnesota (1999)

Juris Doctorate - Taft Law School, Santa Ana, California (2011)

Certification:

Certified Research Administrator - Certified through Research Administrators Certification Council (RACC) (2012)

Continuing Education and Relevant Training:

Grant Administration Training Course offered by the National Council of University Research Administrators (NCURA), held in New Orleans, Louisiana (September, 2001)

Conference on Not-for-Profit Organizations, Chicago-Kent Law School (June, 2007)

NIH Regional Seminar on Program Funding and Grant Administration, sponsored by the University of Illinois at Chicago - held in Chicago, IL (June, 2008)

Research Administrator's Certification Council - Body of Knowledge Review Session, held in Des Plaines, IL (2010)

Professional Experience:

Human Resource Manager - Montgomery Ward, Evergreen Park, IL (1981-1990)

Assistant to the Dept. Head, University of Illinois at Chicago Dept. of Microbiology & Immunology (1990-2001)

Business Administrator, Molecular Biology Consortium - (2001 - present)

Editorial Assistant - Journal of Bacteriology, published by the American Society for Microbiology (2001-present)

Conference Coordinator and Financial Administrator - Bacterial Locomotion and Signal Transduction (BLAST)



Bi-annual International Conferences - BLAST III through BLAST XI - meetings held in 1995 (*Austin, TX*), 1997 (*Cuernavaca, Mexico*), 1999 (*Cuernavaca, Mexico*), 2001 (*Cuernavaca, Mexico*), 2003 (*Cuernavaca, Mexico*), 2005 (*Boca Raton, FL*), 2007 (*Laughlin, NV*), 2009 (*Cuernavaca, Mexico*) and 2011 (*New Orleans, LA*)

GRANTS MANAGER - Tarra Bollinger

Education:

B.A. Psychology - University of Illinois at Chicago, Chicago, Illinois (2000)

Continuing Education and Relevant Training:

Grant Administration Training Course offered by the National Council of University Research Administrators (NCURA), held in Las Vegas, Nevada (*June, 2002*)

Conference on Not-for-Profit Organizations, Chicago-Kent Law School (*June, 2007*)

NIH Regional Seminar on Program Funding and Grant Administration, sponsored by the University of Illinois at Chicago - held in Chicago, IL (*June, 2008*)

Research Administrator's Certification Council - Body of Knowledge Review Session, held in Des Plaines, IL (*2010*)

Professional Experience:

Grants Manager, Molecular Biology Consortium (*2002 - present*)

Conference Coordinator and Financial Administrator - Bacterial Locomotion and Signal Transduction (BLAST)

Bi-annual International Conferences - BLAST VII through BLAST XI - meetings held in 2003 (*Cuernavaca, Mexico*), 2005 (*Boca Raton, FL*), 2007 (*Laughlin, NV*), 2009 (*Cuernavaca, Mexico*) and 2011 (*New Orleans, LA*)

Program Coordinator for Grant Accounting, University of Illinois at Chicago Dept. of Microbiology & Immunology - (*2000-2002*)

CURRENT CLIENTS

Research Detectors Incorporated
311 Wexford Drive
Lemont, IL
(630) 222-1005

Services Provided: Grant preparation and post-award financial admin.

Immune Cell Therapies
4734 S. Kimbark Avenue
Chicago, IL 60637
Phone

Services Provided: Grant preparation and post-award financial admin.

Bacterial Locomotion and Signal Transduction (BLAST)
University of North Carolina at Chapel Hill

Services Provided: Conference Organization and Financial Administration



PRICING:

PRE-AWARD SERVICES:

Grant Proposal one Principal Investigator - \$3,000 - \$5,000 (based on size of proposal)

Services include searching for appropriate funding program, preparation of all required application forms, preparation of budgets based on program guidelines, and policies of governmental sponsor, and electronic submission of completed proposal

Grant Proposal multiple Principal Investigators - \$5,000 - \$7,000 (based on size of proposal and number of PIs)

Services include searching for appropriate funding program, preparation of all required application forms, preparation of budgets based on program guidelines, and policies of governmental sponsor and electronic submission of completed proposal. If the proposal includes Principal Investigators from other institutions, we will contact those institutions and request the required documents for sub-contract(s).

Training Grants or large Collaborative Projects - \$7,000 - \$10,000 (based on size of grant and number of participants)

Services include searching for appropriate funding program, preparation of all required application forms, preparation of budgets based on program guidelines, and policies of governmental sponsor and electronic submission of completed proposal. If the proposal includes Principal Investigators from other institutions, we will contact those institutions and request the required documents for sub-contract(s)

POST-AWARD AND OTHER SERVICES:

Annual Progress Reports for Research Grant with single investigator - \$1,000

Annual Progress Reports for Research Grant with multiple investigators - \$2,000 - \$4,000 (depending on number of investigators)

Indirect Cost Rate Agreement - \$100/hour rounded to the quarter hour

Sub-Contract Agreements - \$100/hour rounded to the quarter hour

Consulting on compliance and accounting issues - \$100/hr. rounded to the quarter-hour

Sole-source documentation for acquisition of major equipment - \$100/hr. rounded to the quarter-hour

Copyediting and Graphics Design and Formatting - Prices vary - Request quote

