

CRISTINA GOLDSMITH, MSc

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Objective

Experienced research administration and finance professional with over 12 years of expertise in grant and contract management, financial operations, compliance, and process optimization within higher education and healthcare. Skilled in budgeting, compliance, stakeholder engagement, workflow development, and policy implementation to enhance efficiency and financial transparency.

Education

Northwestern University **Evanston, IL**
Master of Science in Communication-2014

Northeastern Illinois University **Chicago, IL**
Bachelors of Liberal Arts- 2011

Northwestern College **Chicago, IL**
Associate in Applied Science Degree in **Paralegal Studies, (ABA approved program)**-2010

West University Timisoara **Romania**
Law School (2001-2004)

Technical Skills

- **Grant Management Systems:** FastLane, NIH ASSIST/eRA Commons, ProposalCentral, Cayuse, InfoEd
- **Financial & Administrative Systems:** Payment Management System, Lawson, Workday
- **Productivity Tools:** Microsoft Word, Outlook, Excel, PowerPoint, SharePoint

Professional Skills

- Research Finance & Grant Administration (Pre- & Post-Award)
- Budgeting & Financial Reporting
- Compliance & Institutional Policy Adherence
- Stakeholder Engagement & Communication
- Process Improvement & Workflow Development

Experience

Ann & Robert H. Lurie Children's Hospital **Chicago, IL** January 2017-Current
Associate Director- Research Administration, Division of Hematology, Oncology, Neuro-Oncology, and Stem Cell Transplant (September 2023-Current)

Manage all operational aspects of the research program within the division, including financial operations, grant, and contract management (pre- and post-award), budgeting, reporting, and human resources processes.

- Oversee more than 200 sponsored projects and 20 philanthropic funds, totaling over \$45 million in funding.
- Created a new quarterly financial reporting template for faculty on ongoing grants, clinical trials, and philanthropic funds, later adopted by the Central Research Support Office.
- Developed an effort reporting process for faculty within the division.
- Implemented a pre-award process at the division level to ensure adherence to the institutional timeline.
- Designed a workflow for mapping Children's Oncology Group Work Orders from proposal stage to full setup in the financial system, tailored to various funding structures that has been adopted by Office of Sponsored Programs (includes a study initiation workflow to improve compliance with coverage analysis institutional requirements)
- Utilized internal data to establish a division-level workflow for distinguishing grants from gifts, currently under institutional review.
- Partnered with Foundation Relations to proactively identify and share faculty funding opportunities.

- Enhanced monthly meeting reports with Central Offices, improving transparency on pending tasks **(decreased our need for transfers by 85% in less than 6 months)**
- Established a system for annual divisional budget preparation, improving financial planning.

Assistant Director, Sponsored Research Finance Office (**Promoted**, September 2019-August 2023)

Led the central sponsored research finance team responsible for award setup, sponsored-required financial reporting, PI and division portfolio reporting, and divisional transaction support (nine team members)

- Responsible for the team's post-award management oversight of over 1000 sponsored awards with a total funding of \$85mil.
- Built the team responsible for preparing financial monitoring reports of grant, contract, and clinical trial agreements.
- Managed and oversaw the preparation of required financial reports to sponsors and related close-out activities in the ERP financial system. Acted as the institutional certifier for Federal Financial Reports.
- Reviewed and approved all award set ups, accounting adjustments, and journals submitted in the financial system impacting sponsored awards.
- Led the team through the implementation of ERP financial system.
- Developed the payroll correction form for the new system, implemented the process at institutional level, and trained the team and end users.

Research Business Manager-Lead (January 2017-August 2019)

Accountable for managing the finances of over 200 research and sponsored awards for 65 faculty within 10 divisions and departments by providing proactive financial advice and planning. Responsible for the oversight of the office restructuring, and the hiring and training of new staff.

- Developed and implemented 4 new institutional policies, such as Closeout, Cost transfer, Sponsored Expenditure, and Fixed Price Sponsored Awards Policy, and provided training to the institutional research community.
- Reviewed and reconciled funds and provided the departments with detailed financial reports and projections for personnel and non-personnel expenses, proposed resolutions to financial issues, and facilitated account closeout activities. Responsible for closing over 150 expired projects and helping Lurie Children's Hospital recuperate over \$400k in indirect costs.
- Identified and proposed financial and research administration process improvements to Hospital Leadership (Chief Research Officer and Chief Operating Officer) such as solutions for effort tracking, closeout process, cost transfers, carryover, no-cost extensions, and gift cards purchasing and tracking. Part of a committee working on creating an Accounts Receivable module for easy tracking of invoices and payments for clinical trials and the development of the Grants Management system.
- Acted as a liaison between the departments/divisions and Office for Sponsored Programs and Office for Sponsored Programs Accounting.

Northwestern University

Chicago, IL

June 2015-January 2017

Research Administrator, Research Administration Services, Feinberg School of Medicine

Managed and administered federal, industry, and foundation grants through the pre- and post-award process for faculty in several departments in the medical school.

- Administered operational, financial, and business functions for the Associate Dean for Recruitment and Professional Development and the Scientific Careers Research and Development Group (team of 14) which included overseeing the work of the financial administrator.
- Managed submissions of complex federal proposals, such as Ps, R35, R25, U01s, and clinical trials and non-federal projects (\$30M per FY16)
- Developed monthly financial reports and forecasting for faculty and department leadership on the sponsored research portfolios by using internal tools to ensure accurate financial tracking and compliant resource allocation.
- Managed pre and post award functions that included but not limited to progress reporting, salary planning, effort reporting, and subcontract management for 21 faculty members whose total funding exceeded \$15 million.
- Provided faculty on monthly basis with detailed reports regarding their payroll and non-payroll expenditures, prepared & submitted invoices to sponsors, proposed resolutions to overdrafts, prepared

interim & final financial reports, and facilitated account close out activities.

- Promoted regulatory compliance with institutional and national research requirements. Acted as a resource for the other research administrators in the department.

Program Coordinator, Molecular Biosciences Department **Evanston, IL** April 2012-June 2015

Administered multiple research projects and ensured compliance with university policies and procedures. Developed budgets and coordinated the submission of documents to granting agencies for the administration of pre-award and post-award grants and fellowships. In charge of the application and admission process for the Cellular and Molecular Basis of Disease training program (T32).

- Worked closely with more than 8 faculty and Office of Sponsored Research to ensure on time, error free submission of proposals according to the agencies' rules, regulations, and deadlines and provided assistance with re-budgeting, progress reporting, and subcontract management.
- Contributed to the department's best practices policy by creating a reference guide for publication compliance for progress reports to a major awarding sponsor (NIH)

Northwestern College **Chicago, IL** November 2008-April 2012
Student Services Representative

Organized new student orientations. Assisted students with registration and scheduling issues. Maintained the department's webpage. Worked closely with the advising department/readmission specialist to ensure student success. Ran student degree audits and verified the completion of degree requirements for graduation.

Administrative Assistant to upper-level management.

Organized the annual Advisory Board meeting, scheduled interviews, and handled mailing and filing. Developed a Room Matrix for ease in scheduling courses. In charge of strategic planning related to the growth of the Honors Program. Assisted the Program Director in coordinating the accreditation action plan, the curriculum changes and course outlines updates, which helped the program get accredited by the Higher Learning Commission

Memberships and Awards

- NCURA-Region IV, Chair, Professional Development Committee (2023-2024)
 - Oversaw the Mentoring Our Own Program
 - Developed a policy for Faculty Travel Workshop Program
- NCURA- John Philipps Region IV Travel Award Recipient (2020)