

Project Manager

Background

To provide industrial guidance to faculty to commercialize their inventions. Inventions can be drugs, medical devices, software, diagnostic tests and/or combinations of above.

Scope of Work

Project management for a large NIH grant seeking to solicit product development proposals from the faculty. Project manager will prepare forms, email notices and memorandums, provide preliminary guidance from faculty needing pre- proposal guidance. When proposals are submitted, Project Manager will help sort by field of use, convene committees to begin evaluation of project proposals, help develop rating systems and track and record keep on all committee deliberations. Project Manager will then work with the PI to select winning pre- proposals. Pre- proposals winners are notified and then requested to convert pre- proposals into Full Proposals. Full proposals require significant effort and significant external coaching and consulting. Project Manager will assist in coaching, or assist in selecting coaches to work with faculty members to complete Full Proposals. Assist in review of Full Proposals. Assist in convening the External Review Board (ERB). When projects are funded establish a tracking and monitoring system and working with several other external experts and external coaches to monitor and provide guidance to faculty as they undertake their product development plans. Projects are managed by meeting milestones for funding. Project Manager will work with the PI to closely monitor all projects to be certain progress is acceptable and projects are ready to receive the next milestone funding.

Next the Project Manager will write or assist in preparation of periodic reports to the University or to grant funding agency.

Project Manager will prepare or assist in preparation of meeting presentations, Powerpoints, written documents, meeting agendas, etc. Project Manager provides assistance to the PIs in managing the entire program.

Project Manager ideally has technical understanding in subject matter of Drugs, Diagnostics, Medical Devices, or Combinations in order to assist. It is not expected the Project Manager will have expertise beyond one area of the above fields.

Evaluation Criteria

The selected Respondent will be the Respondent whose Proposal is the most advantageous to the University. The University is not bound to accept the lowest priced Proposal if the Proposal is not in the best interests of the University as determined by the University in its sole discretion. Proposals will be evaluated on the following criteria:

#	Evaluation Criteria	Percentage
1	Respondents Background, Experience and Skills.	50%
2	Proven Track Record	25%
3	Total Cost	15%
4	References	5%
5	Flexibility to Work the University Schedule	5%
	TOTAL	100%