

## MITIGATION AGREEMENT

THIS MITIGATION AGREEMENT (this “**Agreement**”) is made and entered into by and between San Bernardino County (the “**County**”) on behalf of Arrowhead Regional Medical Center (“**ARMC**”) and the California University of Science and Medicine and California University of Science and Medicine, School of Medicine (the latter two collectively “**CUSM**”) (all collectively referred to herein as the “**Parties**,” and individually as a “**Party**”), effective as of the date fully executed (the “**Effective Date**”), with reference to the following facts:

### RECITALS

WHEREAS, the Parties entered into a Memorandum of Understanding, dated March 7, 2017 (the “**MOU**”), which contemplates a long-term, mutually beneficial and collaborative relationship between the Parties that will redound to the benefit of the residents of the County of San Bernardino;

WHEREAS, Section I.B. of the MOU provides that ARMC will give preference to CUSM students in teaching rotations at ARMC, and in the event such preference causes the displacement of students from other medical schools, which in turn results in a reduction of financial support from the affected medical schools, CUSM will make up the difference in lost revenue to ARMC;

WHEREAS, ARMC has not yet been reimbursed by CUSM for such lost revenue, which it calculates to be \$1,440,500 for the 2019-2020, \$1,511,050 for 2020-2021, \$1,782,025 for the 2021-22, \$2,013,875 for the 2022-23 academic years, and approximately similar amounts thereafter, through March 31, 2037;

WHEREAS, CUSM disagrees with ARMC’s calculation of lost revenue because it includes losses for the 2019-2021 academic year, before CUSM students started rotating at ARMC in the 2020-2021 academic year, and because CUSM believes that the difference in lost revenue should be calculated based on the difference between the base year without CUSM students (2019-2020) and the subsequent years once CUSM students began rotations, and that this calculation of lost revenue would be lower than ARMC’s calculation;

WHEREAS, CUSM and the County and ARMC have a shared mission of serving the healthcare needs of the County and communities served by ARMC and collaborate to confer benefits that are of significant value not accounted for herein;

WHEREAS, the Parties have been engaged in ongoing discussions regarding implementation of Section I.B. of the MOU, have now reached agreement on a mutually beneficial mitigation plan to offset ARMC’s lost revenue, as provided for in Section I.B. of the MOU, and now desire to memorialize that mutual agreement, which ARMC agrees shall, if fully performed throughout the full term of this Agreement, from the Effective Date through the term of the MOU (the “**Term**”), satisfy CUSM’s obligations under Section I.B. of the MOU from the start of the MOU’s term until its expiration or termination; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto mutually agree as follows.

**1. MITIGATION PLAN:**

- A. Simulation Center. CUSM shall provide ARMC with use of the School of Medicine's Simulation Center (which shall be maintained and/or upgraded as necessary by CUSM so it remains state-of-the art), with an approximate value of \$250/hour for approximately 5,000 hours annually, but in any event no more than 5,400 hours per year, measured annually from the Effective Date to the next anniversary of the Effective Date (each such one-year period, a "**Contract Year**") for a maximum value to ARMC of **\$1,350,000** per Contract Year, throughout the Term. ARMC's use of the Simulation Center shall be scheduled in advance, and CUSM will fully cooperate with ARMC in scheduling such use, so that ARMC has reasonable use of the Simulation Center during business hours and is assured of sufficient access to reach at least 5,000 hours of usage each Contract Year, which use by ARMC may include physicians, residents, nurses, respiratory therapists, and/or other clinicians. CUSM shall provide ARMC with a weekly schedule, at least two weeks in advance, detailing exactly the upcoming dates and hours available for ARMC, to ensure that ARMC has adequate advance notice to be able to develop a schedule that optimizes ARMC's use of the Simulation Center. If ARMC does not use all 5,000 hours of the Simulation Center in any given Contract Year, then any unused hours from that Contract Year shall roll over and be added to the total available in the next and future Contract Year(s); *provided, however*, that the aggregate amount of any such banked, unused hours rolled over from prior years and then available to be used in subsequent years shall be capped at a total of 5,000 hours. Hours shall be counted per person, so 2 people for 1 hour counts as 2 hours.
- B. Office of Research and Grants. Throughout the Term, CUSM shall bear the cost of maintaining an Office of Research and Grants suitable to meet the needs of both CUSM and ARMC as a shared resource. The Office of Research and Grants shall be staffed appropriately to provide grant support services sufficient to meet the needs of both CUSM And ARMC researchers. This includes pre-award, post-award, institutional review board, and research ethics oversight. As part of this commitment, CUSM will bear the cost of approximately five (5) fulltime equivalent ("**FTE**") positions in the Office of Research and Grants, who will be fulltime employees of CUSM, but who will spend at least fifty percent (50%) of their time (which they will contemporaneously document to ARMC's reasonable satisfaction) working on grant support and related services that benefit both ARMC and CUSM (collectively, the "**Employees**"), which positions and fully-loaded cost (including salary and benefits) are detailed in Attachment A to this Agreement. CUSM shall have sole discretion with regard to hiring, firing, verifying qualifications of, promoting or demoting the Employees; *provided, however*, that if ARMC has a reasonable basis to request CUSM to transfer or replace any Employee for unsatisfactory performance, then CUSM shall promptly

do so. CUSM shall have full and sole legal control over and responsibility for: (A) determining, offering and paying all compensation and benefits, if any, to the Employees, (B) paying all applicable federal, state, and local payroll taxes and such other deductions as are required by law with respect to the Employees, and (C) providing any necessary workspace, equipment, tools, and supplies, as well as workers' compensation insurance for the Employees; *provided, however*, that the work of the Employees also will be overseen by a joint steering committee comprised of individuals appointed by both CUSM and ARMC to ensure that half their time is spent in activities that mutually benefit CUSM and ARMC, and the Employees will, in addition to reporting directly to their supervisor at CUSM, also report on a "dotted line" basis to the Associate Hospital Administrator & Compliance Officer, Quality & Accreditations, at ARMC. The duties and qualifications of the Employees are set forth on Attachment B. The annual value to ARMC from the shared use of fifty percent (50%) of the Employees' is currently estimated at **\$136,982.50** (*i.e.*, one-half (1/2) of fifty percent (50%) of their total compensation of \$547,930, because one half (1/2) the time they are doing work that benefits CUSM and ARMC). CUSM will sign a Business Associate Agreement (BAA) with the County if any Employees will have access to Protected Health Information (PHI) as defined in the Health Insurance Portability and Accountability Act (HIPAA).

- C. Joint Marketing. The Parties shall engage a marketing firm to inform the public about the affiliation between the Parties, at a cost of **\$350,000** per Contract Year, which advertising shall feature each Party equally and will be paid for entirely by CUSM, thus providing ARMC with a value of **\$175,000** per Contract Year, throughout the Term. The Parties must both approve in advance, in writing, any and all vendors selected to provide advertising or marketing services under this Agreement, and either Party shall have the right to subsequently require a change in any or all such vendors. Both Parties shall approve in advance, in writing all advertising and promotional materials prior to dissemination, including but not be limited to media formats, content, and any use of a Party's name or service mark(s). ARMC shall also have an opportunity to review and approve, in writing and in advance, any budgets or costs associated with the joint marketing and advertising campaign.
- D. Chief Medical Officer Leadership Academy. Throughout the Term, as requested by ARMC, but not more frequently than an annual basis, CUSM will pay the application fee for ARMC for the Chief Medical Officer Leadership Academy of the Association of American Medical Colleges (AAMC), currently valued at approximately **\$7,950** annually, for a physician designated by ARMC.
- E. CUSM Board of Trustees. CUSM will take any and all necessary and appropriate action, including amending its current bylaws as necessary, so that for the term of this Agreement, one of the two unaffiliated Board of Trustee seats, both the County and the Prime Healthcare Foundation, will jointly agree on any nominee, and such nominee shall be subject to approval by the full CUSM Board of Trustees. The term for that seat shall be consistent with Article IV, Section 4 of

the Eighth Amended and Restated Bylaws of CUSM (or the applicable provision of any successor bylaws)(“CUSM Bylaws”), but the selection of the member occupying that seat shall be in accordance with this Section E of the Agreement for the term of this Agreement. For the avoidance of doubt, the phrase “unaffiliated Board of Trustee seats” refers to the two seats identified in Article IV, Section 3 of the CUSM Bylaws that are neither appointed by the Prime Healthcare Foundation nor the County-affiliated *ex officio* seats. Nominees will be community members and will not be employed by or affiliated with either the Prime Healthcare Foundation, CUSM, or the County/ARMC, unless mutually agreed to by the Prime Healthcare Foundation and the County/ARMC. The foregoing shall be in addition to the two board members who are required by the MOU and the bylaws to be and remain affiliated with the County/ARMC: (1) the Chair of the County Board of Supervisors, or designee, and (2) the CEO of ARMC, or designee. CUSM agrees that it will not reduce the County-affiliated members of the CUSM Board of Trustees during the Term, and if CUSM increases the total number of members of the CUSM Board of Trustees, then it will adjust the number of County affiliated/appointed members proportionately.

## **2. IMPLEMENTATION**

- A. Mutual Cooperation. The Parties shall cooperate fully with each other and with their respective representatives, throughout the Term, in connection with any steps reasonably necessary, desirable or convenient in furtherance of their respective obligations under this Agreement and to ensure that the County obtains the full benefits of this Agreement, and shall (a) furnish upon request to each other such further information; (b) execute and deliver to each other such other documents; (c) do such other acts and things, all as the other Party may reasonably request for the purpose of carrying out the intent of this Agreement and the transactions contemplated hereby.
  
- B. Implementation and Interpretation. This Agreement is intended to implement Section I.B. of the MOU and compensate ARMC for lost revenue resulting from the preference given to CUSM medical students in teaching rotations at ARMC, by providing ARMC with the benefits of this Agreement in lieu of the “yearly cash payment to ARMC” required by the MOU. The Parties agree that CUSM’s performance in full of its obligations under this Agreement over the entire Term shall satisfy any past, present, or future obligation to compensate ARMC under Section I.B. of the MOU. Other than as specifically set forth in this Agreement, with respect to CUSM’s obligation to compensate ARMC for lost revenue resulting from the preference given to CUSM medical students in teaching rotations at ARMC during the Term, this Agreement is not intended to amend or modify the MOU, and the MOU shall in all other respects continue to remain in full force and effect and continue to bind the parties in accordance with its terms.
  
- C. Specific Enforcement. Each of the Parties acknowledges and agrees that the other Party would be damaged irreparably if any of the provisions of this Agreement are not performed in accordance with their specific terms or otherwise are

breached or violated. Accordingly, each of the Parties agrees that, without posting bond or other undertaking, the other Party will be entitled to an injunction or injunctions to prevent breaches or violations of the provisions of this Agreement and to enforce specifically this Agreement and the terms and provisions hereof in any action instituted in any court of the United States or any state thereof having jurisdiction over the Parties and the matter in addition to any other remedy to which it may be entitled, at law or in equity. Each Party further agrees that, in the event of any action for specific performance in respect of such breach or violation, it will not assert that the defense that a remedy at law would be adequate.

### 3. **SHARED MISSION**

- A. **Shared Mission; Collaboration.** San Bernardino County recognizes that CUSM, the County, and ARMC have a shared mission of serving the healthcare needs of the County, its residents, and the communities served by ARMC. In furtherance of their shared mission, the Parties have collaborated and will continue to collaborate as part of their ongoing efforts to strengthen healthcare resources in the County and enhance healthcare education for the greater community. Accordingly, the Parties agree to work together toward the common goal of having CUSM establish a fully-accredited School of Nursing on its campus, adjacent to ARMC, with all applicable licenses and permits.
- B. **Value of Mitigation Measures.** In consideration of the positive impact CUSM has had, is having and will have for its citizens, the County is willing to accept CUSM's performance in full of the mitigation measures set forth in this Agreement over the entire Term as satisfaction in full of any past, present, or future obligation that CUSM has to compensate ARMC under Section I.B. of the MOU, even if the estimated value of the mitigation measures may amount to less than the value of the obligation to compensate ARMC owed by CUSM under Section I.B. of the MOU.

### 4. **TERM AND TERMINATION**

- A. **Term.** The Term of this Agreement shall be the period commencing on the Effective Date and continuing until the MOU expires or is terminated, unless and until the Agreement is terminated by mutual agreement of the Parties, or earlier terminated by one of the Parties, in accordance with the provisions of this Agreement.
- B. **Termination.** Either Party may terminate this Agreement by written notice of termination provided to the other Party, for good cause, if the other Party remains in material breach of this Agreement thirty (30) days after written notice by the Party seeking termination, to the breaching Party, describing the material breach. Any such termination shall ***not*** be the sole remedy of a Party for breach by the other Party, and any and all other remedies for such breach shall remain available to the Party terminating this Agreement for breach.

5. **MISCELLANEOUS PROVISIONS**

- A. Complete Agreement. This Agreement, including the recitals and attachments, all of which are incorporated by reference herein, contains a full and complete expression of the rights and obligations of the parties regarding the subject matter hereof, and may be modified only in a writing signed by both parties.
- B. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. The parties may rely on electronic facsimile signatures or signatures delivered by email in “portable document format” (PDF) form or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, all of which shall have the same effect as physical delivery of the paper document bearing the original signature.
- C. Authority. The Parties certify that each individual signing below has authority to execute this Agreement on behalf of each Party, and may legally bind each Party to the terms and conditions of this Agreement, and any attachments hereto.
- D. Legality. The Parties’ action under this Agreement shall comply with all applicable laws and regulations, including, but not limited to Government Code Section 1090.
- E. Governing Law and Venue. This Agreement shall be governed under the laws of the State of California. The parties agree that the venue of any action or claim brought by any party to this Agreement will be the Superior Court of California, County of San Bernardino, San Bernardino District. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement in as set forth below.

SAN BERNARDINO COUNTY ON  
BEHALF OF ARROWHEAD REGIONAL  
MEDICAL CENTER:

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

CALIFORNIA UNIVERSITY OF SCIENCE  
AND MEDICINE:

By: \_\_\_\_\_  
Its: Chair, Board of Trustees  
Date: \_\_\_\_\_

CALIFORNIA UNIVERSITY OF SCIENCE  
AND MEDICINE, SCHOOL OF MEDICINE:

By: \_\_\_\_\_

Its: Chair, Board of Trustees

Date: \_\_\_\_\_

**Attachment A**

**List of Employees**

Grant Manager (1.0 FTE)	\$128,250
Research Program Coordinator (1.0 FTE )	\$86,455
IRB Coordinator (1.0 FTE )	\$49,725
Grant Writer (1.0 FTE )	\$168,750
Biostatistician (1.0 FTE )	<u>\$114,750</u>
<b>TOTAL</b>	<b>\$547,930</b>



## ATTACHMENT B



1501 Violet Street, Colton, CA 92324

### IRB Coordinator

The IRB Coordinator will provide administrative support to the IRB and to ensure compliance with federal and state regulations and institutional policies relative to human subjects in research.

### Essential Functions

- Review new research applications for consistency, completeness, and compliance with federal and state regulations and institutional guidelines prior to convened IRB review.
- Review all complete project submissions, determine review type, recommend assignment of reviewers, and recommend exempt status.
- Review Informed Consent Documents (ICDs) for protocol and amendment-specific content and to ensure presence of federally mandated elements of informed consent.
- Communicate to Principal Investigators items that require clarification, or documents required for submission, to complete a research application for IRB review.
- Write correspondence to Principal Investigators to communicate the decisions of the IRB.
- Evaluate reports of unanticipated problems, amendments and continuing review forms, and prepare recommendations to the committee.
- Report serious non-compliance issues to the IRB Chair.
- Coordinate a team approach to produce the monthly IRB agenda for each meeting and ensure that materials are distributed within established guidelines.
- Work with other members of the team, attend IRB meetings, record deliberations, and write meeting minutes. Ensure that minutes for each meeting are accurately recorded.
- Assist in developing, recommending, and implementing policies and procedures to enhance efficiency of committee operations and general office functions.
- Assist with training and orientation tasks of new committee members.
- Attend seminars, workshops and conferences in order to gain insight into new trends in human research and to learn new approaches for the application of federal regulations, particularly in an atmosphere of increasingly sophisticated technology.
- Participate in, or present at, research-related education sessions.
- Work collaboratively with the IRB Chair to facilitate ongoing development, implementation and maintenance of the human subject's protection program.
- Ensure that IRB members are trained and educated with the federal and state regulations
- Other duties will be assigned as needed.

**Job Requirements – Minimum Qualifications****Skills and Abilities**

- Bachelor's degree in Biomedical, Health Sciences, Social sciences or related field.
- Certification as a Certified IRB Professional (CIP) or obtain within 1 year.
- A minimum of 1-2 years of experience directly related to human subject research federal regulations and guidelines or experience with IRB.
- Demonstrated analytical skills to collect, interpret, organize, and present programmatic data.
- Demonstrated success in working collaboratively with interdisciplinary professionals and teams of scientists, educators, students, and administrators.
- Well organized, high energy, effective at multi-tasking and planning, self-motivated.
- Strong recordkeeping, interpersonal, and communication (verbal and written) skills
- Knowledge of basic information systems (Word, Excel, Adobe, and other database applications).

**Biostatistician**

The Biostatistician will work with basic and clinical faculty at CUSM and ARMC, research staff, and students to perform statistical analysis and other tasks to support qualitative and quantitative data collection, analysis, and reporting for research projects and scholarly activity.

**Essential Responsibilities**

- Support pre-study planning phase by providing statistical analysis plan for hypothesis testing include confidence limits, power calculations, sample size estimation, sampling methods, study design, data collection, statistical process, etc..
- Contribute strategically to project design regarding protocol development and data collection.
- Provide post-study data analysis and presentation of charts, graphs, tables that describe findings and interpretation of the results.
- Generate, review, or approve sections of statistical analysis in the study reports, manuscript and grant developments, and other reports and submissions.
- When necessary, identify, evaluate, refine, and recommend statistical methods as appropriate to ensure continuous improvement.
- Provide quality control and the evaluation of qualitative and quantitative data sets and problem-solving to ensure high quality analysis.
- Advise and assist in the development of inferences and conclusions, as appropriate to data sets and in support of decision making on educational and health matters.
- Work comfortably with multi-disciplinary projects to ensure the scientific rigor of the projects designs and statistical methods.
- Build and support collaborative relationships with individuals in different disciplines and serves as statistics expert for research teams, internal and external committees, and collaborators.
- Assists in the preparation of clinical trial documents and reports, protocols, investigator brochures, scientific abstracts, peer-reviewed manuscripts, and responses to requests from regulatory agencies, local Institutional Review Board, and grant reports to funding agencies.
- Plan and document computer data file structure, manages and maintains complex data databases, and perform or supervise data entry.
- Establish and maintain advanced statistical software, methods, and techniques collection to gather, analyze, and interpret research data to support faculty and students.

- Develops enhancements to statistical software, as appropriate, by programming new techniques; maintains knowledge of current and emerging trends in statistical analysis methodology

**Skills and Abilities**

- Knowledge of scientific approach and methodologies.
- Knowledge and understanding of the principles, concepts, methods, and standards of statistical research.
- Ability to apply a range of advanced statistical techniques in support of scientific research studies and/or experiments.
- Ability to process computer data and to format and generate reports.
- Ability to consult with scientific investigators, interpret research requirements, and determine statistical analysis strategies.
- Ability to plan, create, program and manage complex statistical computer databases.
- Ability to analyze, interpret, and draw conclusions from complex statistical information.
- Knowledge of current and emerging trends in advanced statistical analysis for scientific application.
- Knowledge of SAS programming and/or other statistical software.
- Knowledge of scientific reporting and manuscript preparation requirements and standards.
- Ability to work in a team environment to design, analyze, and report on research projects.
- Strong analytical communication, critical thinking and problem-solving skills.
- Ability to provide technical guidance and leadership to professional personnel in area of expertise.
- Excellent time management skills and ability to prioritize projects.
- In-depth knowledge and understanding of probability and medical statistics theory.
- Knowledge of data management principles and regulatory requirements for clinical trials and medical research.
- Strong focus and quality and timely delivery of work

**Minimum Requirements**

- Master's degree; at least 3 years of experience directly related to the duties and responsibilities specified.

- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
- Documentation of relevant scholarly and research activity

**Desirable Qualifications**

- Teaching experience in the health professions
- PhD in Biostatistics
- Familiarity of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). *This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education*

## Grant Writer

**Reporting:** Grant Writer reports to the Associate Dean of Research.

### **Position Purpose:**

The Grant Writer will identify and prepare extramural funding opportunities (e.g., grants, contracts, awards) from external sources to support research and health services at Arrowhead Regional Medical Center (ARMC) and California University of Science and Medicine (CUSM). The funding opportunities may include competitive, PI-initiated proposals (e.g., National Institutes of Health, National Science Foundation, Department of Defense) as well as none-PI-initiated proposals such as service contracts and awards federal, state, and private contracts and awards. The Grant Writer is responsible for ensuring high-quality proposals by:

- **Contracts/Awards:** assembling and writing proposals for contracts, and awards.
- **PI-initiated grants:** reviewing and editing PI-initiated grants.

The successful candidate will oversee and manage the grant and contract submissions cycles including identifying new award opportunities, grant submission calendar, preparing documents and sections of regulatory submissions for clinical study, making sure resources and supporting data are in place for completing the proposal, and finalizing the application. The Grant Writer will help with the process of award proposals submission.

### **Specific Expectations and Responsibilities:**

- **Contracts/Awards:** write and assemble contracts, awards, and grants that are none-PI-initiated
  1. Identify an extramural funding opportunity (e.g., grants, contracts, awards) from external sources that match the mission, vision, and resources of CUSM and ARMC
  1. Discuss the contract or award requirements with the lead faculty or administrator.
  2. Collaborate with faculty, scientists, clinicians, and administrators at ARMC and CUSM to identify and retrieve the necessary data (e.g., protocols, reports, regulatory applications) for developing complete grants, contract, or awards application.
  3. Assemble the necessary data (e.g., protocols, reports, regulatory applications) for developing complete grants, contract, or awards application.
  4. Work with the faculty and administrators to produce high-quality and competitive documents of the final funding proposal.
  5. Whenever applicable identify opportunities or skills and bring together to support a joint project and collaboration between faculty from ARMC and CUSM.
  6. Complete the Contract or award application before deadline.
  7. Work with the grant manager to complete the budget
  8. Assist with the response to reviewers' critiques (when applicable).
- **PI-initiated grants:** Review and edit the drafts of the grant proposals that were written by the PI.

1. Identify an extramural funding opportunity (e.g., NIH) that matches the matches the research and scholarly interest of CUSM and ARMC faculty.
2. Discuss new grant ideas and/or specific aims with Principal Investigator(s) and accordingly identify the most promising grant opportunities to apply to.
3. Review and edit the drafts that the PI prepares (e.g., specific aims page, research plan, significance, innovation, reference section) and other sections as needed for grant applications or proposals.
4. Work with the grant manager to complete the budget before the deadline for submission.
5. Assist with the response to reviewers' critiques.

➤ **Management and Admin skills:**

- Identifying grant opportunities, maintains up-to-date grants calendar and tracks deadlines for reports, letters of intent, and grant submissions.
- Prepares progress reports and updates for federal, state, non-profit, and/or private funding agencies and organizations.
- Follows established County of San Bernardino and department policies, rules and regulations and ensures compliance with all federal, state, and local agencies.
- Facilitates writing, editing, and preparation of high-quality written grant applications, administrative reports.
- Other work duties may be assigned at any time with or without notice.

**Educational Requirements:**

- PhD, MD, PharmD, or other equivalent degree in life sciences or related fields.
- Experience in grant writing.

**License/Certification and experience Requirements:**

Preferred skill in English writing or Certificate or substantial coursework in English.

**Experience:**

- At least 2 years' experience in scientific/medical writing e.g., Grants, research proposal development, scientific manuscript is required.
- in research.
- working in an academic and/or medical center.
- working on biomedical science grant applications and formats.
- in writing protocols for clinical trials (preferred).



**Navigator/Research Coordinator****Basic Biomedical and Clinical Sciences Project Coordinator/Navigator (BBCSC)**

Position purpose: The “Project Coordinator” will communicate with CUSM/ARMC, affiliate hospitals and institutes, state, and county community to create:

- 1) database of current research activities such as projects and their leaders, clinical trials, research ideas and directions, grant/award opportunities, and wet lab capacity.
- 2) database of outcomes such as peer-reviewed publications, public communications, patents, presentations, grants submitted, current funding state.
- 3) Identify and organize development sessions/program for junior clinical faculty who are interested in pursuing research and scholarly activity.
- 4) Serve as a contact for the investigators and research staff who need to initiate new or collaborate on research project.
- 5) Through this role, the Projects Coordinator will provide high-level of assistance, guidance, and creativity in identifying opportunities for research projects and collaborations.

**Responsibilities**

- Develop databases hub of research capacity and resources and devise the necessary strategy to use these them to help identifying research collaborations.
- Establish communication with state and county leaders and attend relevant meetings to collect information on the community needs and challenges to identify new research opportunities and trends.
- Establish communication with CUSM/ARMC, affiliate hospitals and institutes leaders and attend the relevant meetings to identify current and new research ideas, and translational research opportunities and trends.
- Serve as a contact to facilitate initiating new research projects and collaborations among faculty and students.
- Guide the students to identify research projects and mentors across CUSM and ARMIC and affiliate hospitals.
- Develop communications, messaging tools, and materials to disseminate the tools and programs and services to help connect investigators and students for research projects as applicable.
- Maintain metrics and CQI data as needed to assess impact, success, effectiveness of the database hub and identify gaps and challenges.
- Implement effective strategy to provide development sessions on research and scholarly activity to junior clinical faculty.



- Performs other related work as needed.
- Success of the Projects Coordinator will be measured by accomplishing items 1-5 and the listed responsibilities.

**Minimum Qualifications and Experiences**

-College or university terminal degree in a biomedically related field with experience in research and peer-reviewed publications.

-Experience:

- Must be experienced research professional with broad and deep knowledge of the key domains of clinical, biomedical, and transitional research including regulatory, operational, compliance such as IRB.
- The ideal candidate will be an outgoing, strong in engagement/participation matters, collegial individual who is able to positively interact with a broad range of inquirers and collaborators, communicating with tact and precision.

**Working Conditions**

- Office Environment, travel, meetings outside CUSM/ARMC

**Application Documents**

- Resume (required)
- Cover Letter (preferred)

**Grant Manager**

The Grant Manager will be responsible for all aspects of grant administration and compliance with federal, state and private regulations. The Grant Manager is responsible for the pre-award budget planning, organization, preparation, and the post-award administration of grants on behalf of Arrowhead Regional Medical Center (ARMC) and California University of Science and Medicine.

The Grant Manager will assist faculty in the budget development and planning and perform budget analysis and will oversee the financial administration of the funded program to ensure they meet all compliance and reporting requirements.

**General responsibilities:**

- Prepare budgets for new proposals and support new applications and their submission processes.
- Review, analyze, record and disseminate award terms and conditions with the relevant parties.
- Coordinates all grant processes at ARMC and CUSM (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with the funder guidelines.
- Coordinate new account and budget setup, modification, and administration including setup new award accounts and budgets in the financial accounting system; facilitate award modifications such as no-cost time extensions, re-budgeting, transfers, and requested revisions.
- Coordinates the approval of all ARMC and CUSM grant awards with the County of San Bernardino Board of Supervisors and the County Administrative Office.
- Works with ARMC and County of San Bernardino Finance and Legal teams to track disbursement of grant funds in compliance with all grant agreements.
- Follows established County of San Bernardino and department policies, rules and regulations and ensures compliance with all federal, state, and local agencies.
- Support the negotiation of terms and conditions of awards after ensuring compliance with established policies, procedures, and regulations including Institutional Review Board review, financial conflict of interest guidelines, salary caps, and stipend policies.
- Manage Automated Grant Management System pre-award workflows.
- Maintain and manage general budget of funded projects including public, private gifts, grants, and contracts.
- Review grant invoice requests, reimbursement claims and/or post-expenditure allocations ensuring allowable costs including application of appropriate overhead rate or gift fee assessment, and proper documentation including payroll detail time and effort reports.

- Monitor and coordinate the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed; manages administrative problems and/or budget changes occurring during the awarded granting period.
- Monitor budget status of grant funding and activities related to all funded programs and assist with award closeout including various reconciliations and reports. Help in preparing and reviewing financial reporting at the end of the funding term.

**Educational Requirements:**

Advanced degree in Finance, Public Administration, Business Administration/ Management or related field from an accredited college/university

**Experience:**

Three to five years (3-5) years in administrative analysis of grants related to research, clinical or community operations. Experience in combined clinical and education administration is plus. Experience in managing compliance with federal, state, and private funding sources and experience in policy and procedure development/review