
Sandrine Lage Laloi

Grant Administrator

Details

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Activities / CV

MY ACTIVITIES

Administrative management of projects:

- Assisting project sponsors in setting up and managing their projects (budget, contracts, deliverables, deadlines)
- Monitor project budgets, applying the rules specific to funding bodies
- Monitor expenditure in conjunction with internal departments
- Drawing up and monitoring invoices, checking deadlines, filing and archiving supporting documents
- Helping to draw up budget estimates with project managers when applications are submitted (in response to public or private calls for tender)
- Finalising contractual documents in conjunction with the relevant contacts
- Preparing project financial reports

Providing financial assistance to the team:

- Completing management charts and participating in cross-functional administrative management
- Monitor customer and supplier invoicing on a monthly basis in conjunction with the accounts department
- Synthesise accounting and financial data for activity reporting
- Centralising time spent and expenses eligible for the Research Tax Credit.

MY CAREER

- 2023: Currently in charge of research administration, Centre de Recherche de L'Institut Lyfe (ex Paul Bocuse)
- 2019 - 2023: Coordinator of LABEX projects, Université Claude Bernard Lyon 1
- 2012: Cuisine & Culture training, Institut Lyfe (ex Paul Bocuse)
- 2009 - 2019: Head Chef & Caterer, Company Manager
- 1997 - 2007: IT Engineer, ATOS ORIGIN

MY SKILLS

- SAP SIFAC
- Drafting documentation, establishing rules, project management
- Financial analysis

Additional information

DETAILS

[Linkedin](#)

Research & Innovation Center - Institut Lyfe

Château du Vivier - Ecully - France
Tel: +33 (0)4 72 18 02 20

Contact

Raphaëlle Mouillefarine
Partnerships Development
[Send an email](#)
+33 (0)4 26 20 97 63