Open position for: **Creatio – Universitat de Barcelona**  
**REF:** CRE18-05

**TITLE:** Grant Administrative  
**ACCOUNTABLE TO:** Dr. Josep M Canals  
**CONTRACT:**  
- Grant Administrative  
- 4 months by Universitat de Barcelona (UB)  
- Starting October 1st, 2018

**Job Summary**  
The Grant Administrative will be providing support to ensure compliance with the administrative and financial requirements related to the management and reporting of externally funded projects. The position holder will also take an active part in all common activities of the Management and Promotion Area of Creatio.

**Main Duties**  
The Grant Administrative will assist with the administrative and financial management of projects, audits and recovery claims, ranging from individual fellowships to grants supported by private sponsors.  
The Grant Administrative will assist with the administrative and financial management of advanced therapy project ADVANCE(CAT) (RIS3CAT call, Generalitat de Catalunya). Grant management requires processing a wide range of documents and reports, involving the elaboration and collection of documents and information across different departments of the 17 institutions participating in the project. The Grant Administrative will assist in making sure that all requirements are fulfilled. The successful candidate will be working closely with the administration departments of Universitat de Barcelona (Secretariat, Project Office).

**Requirements**  
You have a university degree or relevant training in administrative matters. You have some knowledge of life sciences. Demonstrated relevant experience in a similar position will be valued.  
You have strong IT skills and advanced level of English, Spanish and Catalan.

**Expression of interest**  
Interested people in this position should send a CV and a presentation letter to:  
Dr. Josep M Canals, e-mail: jmcanals@ub.edu and  
David Vanneste, e-mail: davidvanneste@ub.edu

*Grant Administrative could be partially co-funded by ACCIÓ (Catalonia Trade & Investment; Generalitat de Catalunya) and the European Community under the Catalanian ERDF operational program (European Regional Development Fund) 2014-2020 in the context of ADVANCE(CAT).*
ABOUT CREATIO
Creatio is the Production and Validation Center of Advance Therapies at the Faculty of Medicine of the University of Barcelona. Our mission is to deliver solutions based on advanced therapies with the goal of increasing the efficiency of the sanitary system and the quality of life of society. Creatio is a center of excellence that is technologically specialized in advanced therapies. Creatio has an experienced multidisciplinary team with great experience in Advance Therapies that work under high quality standards. We establish strategic alliances with companies, research centers and hospitals to develop new projects and/or products in this innovative medical field.

SERVICES
1. Production of Advanced Therapies for Clinical Use
Creatio produces medicines for advanced therapies (ATMPs) for clinical investigation under a high standard of quality according to Good Manufacturing Practice (GMP) requirements (both EMA/FDA). Creatio supports all aspects of production and testing of clinical material under current GMP guidelines. We ensure that all projects are compliant with applicable GMP guidelines and/or UNE-EN-ISO 9001, and the Creatio Quality System.

The Creatio Quality System provides comprehensive documentation of policies and procedures that cover all aspects of facility operation, manufacturing, and quality control testing.

The resulting manufacturing batch records and associated documents provide full traceability and records that are critical in demonstrating GMP compliance and supporting Investigation New Drug (IND) and Investigation Device Exemption (IDE) applications.

2. Process and Documents Development
Creatio develops protocols and all necessary documents for production under GMP conditions:
Standard operating procedures, specification of sources, intermediary and final product, production guidelines and validation protocols amongst others.

• Legal documentation development - Development of protocols for the production of ATMPs for clinical application, including gene therapy, cell culture and cryoprotection of stem cells, and tissue engineering with natural or artificial scaffolds.

• Process Development - Full support for clinical process development. We have expertise in clinical trials involving cell culture and cryoprotection, cellular vaccines, lentiviral production for ex vivo gene therapy, and in vitro manufactured tissues.

• Quality Control - Comprehensive product testing and analytical methods development/qualification/validation to support process development and cGMP release testing.

• Quality Assurance - Review of GMP batch records and release, full quality system support, and vendor audit support.

3. Scientific & Technical Advice and Training
Expert advice in the development of new activities and processes in the fields of advanced therapies, preclinical and clinical tests, compliance with the standards of GMP and UNE-EN-ISO 9001, as well as its implementation and monitoring.

Creatio specialists will train your technical team involved in the production process under compliance of GMP rules wherever necessary.
4. **Other Biotechnological Services**

*Creatio can facilitate and accelerate your preclinical research.* We have a team of experts to develop in vitro and in vivo models using a broad range of rodent and human cell lines and animal models. The Creatio research team has various cell culture platforms available to test your **new drugs and to validate research hypotheses**. We have experience in testing efficacy of drugs based on animal models and human cells for neurodegenerative disorders:

- Processing of tissue and isolation of primary human cells.
- Culturing and differentiation of pluripotent and somatic human stem cells.
- High throughput screening for immunohistochemistry and gene expression.
- Brain-on-chip systems.
- Gene therapy in vivo and ex vivo.
- Pharmacological and genetic mouse models of neurodegenerative diseases.
- Cell transplants; chimeric human/mouse models.
- Motor and cognitive behavior platforms.
- Neuroimaging for animal models.

All our activities and processes are performed according to high quality standards under compliance of ISO 9001:2008 rules.