

NATIONAL COUNCIL OF UNIVERSITY RESEARCH ADMINISTRATORS

REGION VII

NOMINATION FORM ELECTION 2021

Nominator:

Name: Joelina Peck

Institution: Arizona State University

Position: Assistant Director, Research Advancement

Phone: (480) 965-8913 Email: Joelina@asu.edu

Candidate Information:

- Select One: Chair-Elect (2022)
 Treasurer-Elect (2022)
 Member-at-Large (2022-2023)
 Secretary (2022-2023)

Name: Joelina Peck

Institution: Arizona State University

Position: Assistant Director, Research Advancement

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Nominator's Statement of Candidate's Qualifications:

I am excited for the opportunity to support and participate in NCURA in the position of Member at Large. If elected, serving will allow me to give back to the organization and its members that have supported me over the years and help further the goals and objectives of the NCURA.

In my current role with the School of Electrical Computer and Energy Engineering, at Arizona State University I lead the Research Advancement team. My primary responsibilities are to assist faculty and researchers in the development, preparation, and timely submission of sponsored proposals to various federal and non-federal agencies as well as to provide analytical and financial oversight of their sponsored awards. In this role I represent the School of Electrical Computer and Energy Engineering and ASU in providing solutions to difficult and technical issues associated with sponsored projects. I serve as a consultant to upper management on policies, plans and objectives. I interact with senior internal and external personnel on significant technical matters. In addition, I have hired and established a talented team of seven staff who support all aspects of research administration for the School.

I received my Certification in Research Administration (CRA) in 2009 from the Research Administrators Certification Council (RACC). I keep current on my job knowledge by attending and presenting at Professional Conferences, such as the National Counsel for University Research Administrators.

Attachments:

- 1) Candidate's personal statement
- 2) Candidate's resume
- 3) Candidate's photo (head shot)

Submission Deadline

Submit required documents via e-mail to: Natalie Buys, Chair- Elect, Chair of Region VII Nominations and Elections Committee: NATALIE.BUYS@CUANSCHUTZ.EDU on or before **Friday, June 18 2021.**

Joelina J. Peck

865 W. Heather Ave, Gilbert, Arizona, 85233 | (623) 499-4908 | Joelina@asu.edu

Education

Bachelor of Arts, Organizational Leadership 12/2022
College of Integrative Sciences and Arts, Arizona State University, Tempe, Arizona

Certified Research Administrator (CRA) 12/2009
Research Administrators Certification Council – New York, New York

Experience

Assistant Director, Research Advancement | Arizona State University | Tempe, Arizona **04/2014 – Present**

- Manage peak performance and day-to-day activities of the Research Advancement Team in pre and post award activities. Conduct employee evaluations make recommendations on promotions and annual merit increases; coordinated and support team development by providing training for department staff; provide technical advice and counsel to staff when issues, questions, or other matters arise relating to grants and contracts and evaluated work methods and procedures. Successful management has resulted in 250 annual grant submissions per year and \$33.5MM annual research expenditures.
- Serve as a subject matter expert in resolution of administrative issues related to related to conflict of interest, scientific overlap, allowability of proposed costs, intellectual property, and cost sharing. Resulting in building confidence and trust with school faculty and boosting confidence in team capabilities.
- Lead pre-award meetings for all six schools in Fulton Schools of Engineering by holding annual meetings to bring FSE's research advancement teams together to discuss specialized topics important to FSE research. Resulting in successful team collaborations, increased work productivity, and problem resolution.

Manager, Sponsored Research | Sanford-Burnham Institute | La Jolla, California **09/2010 – 04/2014**

- Direct the day-to-day activities of the sponsored research office related to pre and post award activities. Supervised two office staff employees resulting in several successful grant proposal submissions for the institution.
- Collected and analyzed program data to evaluate program effectiveness; identify problems and implement changes. Make recommendations to the Director. Provided analysis of sponsored activity and formulate reports for institutional needs. Prepared, and organized annual statistical reports for institutional operations forecasting. This resulted in maintain successful financial budget and prevented institutional overspending.
- Support and assist the SBMRI community in identifying, obtaining and preserving sponsored research program funding and ensure that institutional and funding agency policies and procedures are carried out effectively and efficiently. Resulted in increasing proposal submissions by three percent annually.
- Coordinated and managed subrecipient A-133 audits. Reviewed and assessed risk assessments of all subcontracts. Prevented and safeguarded the institution in avoiding any audit findings. No audit findings in the four years in serving in this role.

Technical Skills

- Experience with Post Award, Finance, and Operations Management
- Proficiency with PeopleSoft and Enterprise Research Administration System software
- Proficiency in Microsoft Excel, Word, PowerPoint, and Adobe Acrobat
- Proficiency in Uniform Guidance and Federal Sponsor Regulations

Accomplishments

- Elected Secretary, for Region VII of the National Council University of Administrators. Two-year term begins January 1, 2020 – December 31, 2021