

As someone relatively new to the field of Research Administration (six years in March!), I have found the National Council of University Research Administrators (NCURA) to be an invaluable resource as I grow in my profession. The resources and connections that NCURA provides have helped me a great deal and I want to give back as much as possible. I also want to use the tremendous privilege I have been granted to work towards making this organization as open, equitable, and inclusive as possible. It is for these reasons that I am running for the position of Member-At-Large in Region VII.

Mentorship is something that has had a huge positive impact on me. My supervisor, Sarah Martonick, has helped me grow professionally and given me the tools I need to succeed. She recommended I participate in the Lead Me mentorship program and join NCURA. After two years in the central Pre-Award Unit at the University of Idaho, I was given the opportunity in 2022 to lead the unit. This transition to a supervisory and leadership position was made considerably easier by the resources and relationships that NCURA membership provided me. My Lead Me mentor, David Scarbeary-Simmons, and the Lead Me advisors, Matt Michener and Nancy Lewis, provided immense support and encouragement. I have implemented many of the leadership skills they imparted as part of the program, which has led my unit to being a more open and collaborative space. After only slight cajoling by Matt, I joined Lead Me again as a Mentor-In-Training and hope to continue with the program as a Mentor in the future.

As a member of NCURA, I have already had the opportunity to meet with my peers and contribute to the broader NCURA community. As part of the Lead Me Program, I presented and volunteered at the NCURA Region VII Meeting in 2022 in Tucson, Arizona. My presentation involved integrating new employees into our office culture, which remains an ongoing project. In May 2023 I presented “10 Recommendations for Early-Stage Research Administrators” as part of the Region VII PEDC “Grow in Your Profession” series alongside Tracy Gatlin. I am a founding member of the Region VII Diversity, Equity, and Inclusion Committee, and serve as the Region VII representative on the National Select Committee for Diversity, Equity, and Inclusion. In my capacities there, I have worked on Land and Labor Acknowledgements, as well as initiatives to broaden inclusion and opportunity within NCURA.

If elected to the position of Member-At-Large for NCURA Region VII, I plan to continue championing the values of openness, equity, and inclusion. I hope I have demonstrated these values in my personal and professional relationships, both at my home institution and as a part of the NCURA community. I want to continue to grow as a Research Administrator, while at the same time helping others develop by providing mentorship and learning opportunities. By working together, we can ensure that NCURA is an organization in which all its members are included, heard, and flourish to their fullest potential.

# Eric Curtis Everett

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## **WORK EXPERIENCE**

### **2019-PRESENT      UNIVERSITY OF IDAHO, OFFICE OF SPONSORED PROGRAMS (OSP) – MOSCOW, ID**

#### *Lead, Pre-Award Unit*

- Serve as Unit Lead, supervising a team of two other Sponsored Programs Administrators
- Provide assistance, interpretation, and guidance to team members, principal investigators (PIs), and other University employees to steward compliance
- Conduct research and analysis of new and existing agency requirements; making recommendations for implementation to the Director of OSP
- Create and update process documentation for the Pre-Award team
- Develop, deliver, and participate in workshops and seminars
- Utilize team metric data to plan for volume trends and staffing needs, manage workload assignments, and identify training needs
- Maintain a full Sponsored Program Administrator portfolio

#### *Sponsored Program Administrator (SPA), Pre-Award Unit*

- Assisted faculty with submissions of grant proposals through the University's submission portal (VERAS) and other sponsor portals including NSPIRES, Fastlane/Research.gov, Grants.gov, FedConnect, ERA Commons, and Just Grants
- Reviewed application materials for compliance with sponsor guidelines, university requirements, and rules and regulations; and coordinated with other offices on issues such as export control, conflict of interest, research assurances, and contract review
- Provided support in the development of budgets (including cost share and program income) and on items such as personnel costs, indirect costs, and subcontracts
- Communicated frequently with faculty and departmental grant administrators (DGAs) regarding proposal status, submission procedures, and approvals
- Monitored and disseminated changes to sponsor guidelines
- Coordinated monthly meetings of the DGA Roundtable

#### *Assistant Sponsored Program Administrator (ASPA), Pre and Post Award Units*

- Conducted Pre-Award function mentioned above, as well as Post Award functions
- Processed incoming modifications and amendments to active research projects, ensuring compliance with sponsor guidelines, university requirements, and statutory rules
- Coordinated the submission of prior approval requests for no cost time extensions, rebudgets, and changes to personnel with PIs and departments
- Logged new awards and modifications and assigned them to Post Award Administrators
- Contributed to an effective team effort with OSP and other university staff by maintaining effective communications and attending monthly DGA roundtables

### **2017-2019      UNIVERSITY OF IDAHO, COLLEGE OF NATURAL RESOURCES – MOSCOW, ID**

#### *Program Specialist & Grants and Contracts Specialist*

- Prepared and submitted financial documents, including purchase orders and journal vouchers, budget transfers, and cost transfers using BANNER
- Analyzed pre-award proposals and budgets to confirm they met proposal guidelines and relevant policies
- Provided human resources support regarding the hiring and onboarding of Temporary Employees and Research Assistants, submitting EPAFs, and processing retroactive pay requests, special checks, and payroll cost transfers
- Provided PIs with budget forecasts using Excel, Argos, and BANNER
- Processed travel claims, claim vouchers, and purchasing card statements in a timely manner
- Reviewed transactions to ensure compliance with federal, state, and university regulations
- Established the DGA Roundtable Committee to plan monthly DGA meetings
- Performed other administrative tasks as assigned including room scheduling, event planning, record keeping, supply purchasing and inventory, and responding to inquiries

**2014-2016**                    **IDAHO DEMOCRATIC PARTY – LEWISTON, ID**

*Field Organizer and Campaign Aide, Legislative District 6*

- Recruited, managed, and trained a volunteer base of over 100 individuals
- Consistently met or exceeded weekly program goals, including 10 hours of volunteer recruitment, 6 one-on-one volunteer meetings, and 10 volunteer shifts
- Coordinated with local elected officials, community leaders, and party officials
- Established and staffed an election office with daily tasks including data entry and collection, phone banking, and fundraising
- Participated in electioneering activities including volunteer coordination, door-to-door canvassing, phone calling, scheduling, event planning, and daily mass mailings

**2012**                            **SENATE MINORITY CAUCUS, IDAHO STATE LEGISLATURE – BOISE, ID**

*Intern*

- Completed tasks as assigned by Senators, Chief of Staff, and Senate Attaches
- Researched important political and legislative issues in a timely manner
- Responded to constituent requests and questions

**EDUCATION**

**2012**                            **MASTER OF PUBLIC ADMINISTRATION – Boise State University; Boise, ID**

**2007**                            **BACHELOR OF SCIENCE IN HISTORY – University of Idaho; Moscow, ID**

**Memberships and Presentations**

**National Council of Research Administrators (NCURA) – Member since 2022**

**NCURA Region VII Lead Me Mentorship Program – 2022 Graduate, 2023 Mentor in Training**

**NCURA Region VII 2022 Regional Meeting (Tucson, Arizona) – Presenter and Volunteer**

**NCURA Region VII Diversity, Equity, and Inclusion Committee – Member since 2022**

**NCURA Select Committee on Diversity, Equity, and Inclusion - Member since 2023**

**NCURA Region VII PEDC Grow in Your Profession – Presenter, May 2023**

**NCURA Annual Meeting 2023 (Washington DC) – Presenter and Volunteer (planned)**

**Skills**

**Pre-Award Management**

- Assisting in development and submission of proposals while meeting strict deadlines
- Developing budgets including fringe rates, F&A rates, subcontracts, and cost share
- Enforcing compliance guidelines including allowability, allocability, and reasonableness

**Post Award Management**

- Creating financial reports incorporating pivot tables, slicers, and charts through Microsoft Excel and Word
- Processing modifications and prior approval for ongoing sponsored projects
- Forecasting, planning, and projecting budget outcomes

**Communication**

- Disseminating information in written formats and oral presentations
- Interpreting, explaining, and applying complex rules, policies, and procedures
- Acting as a liaison with other departments, agencies, and the public
- Contributing to successful team-based projects and group settings