

Personal Statement – Natalie Buys, CRA, Candidate for Region VII Regionally Elected Member of the National Board of Directors

Hello Region VII! I would like to represent you on the National Board of Directors. My name is Natalie Buys, CRA, and I am the Finance and Research Program Director for the Department of Family Medicine at the University of Colorado Anschutz Medical Campus. I have worked in Family Medicine for 12 years and lead the research administration team and all aspects of the grant life cycle working with sponsors such as NIH, NSF, AHRQ, PCORI and multiple foundations. In 2014, I led the organization of, and still help lead, a research administration group for the campus that helps to share common goals and knowledge across the campus, advocates for system change to University leaders, provides learning opportunities and regular meetings.

Since 2013, I have been an active NCURA member at both the regional and national level. NCURA volunteering has been very important in my professional development and engagement as a research administrator. Volunteering with NCURA fills my bucket! The volunteer positions I have held in the Region have given me a really good perspective of our unique Region. My experience includes:

- Past Chair (2023-2024)
- Chair (2022)
- DEI Committee (2022-current)
- Member-at-Large (2019-2020)
- Volunteer Coordinator (2017-2019)
- Served multiple time on the Regional Program Committee
- Presented at multiple Region VI/VII meetings and am building up my experience at the National level with presentations at FRA (including a workshop) and the Annual Meeting.

I also have National NCURA volunteer experience, having served on the Professional Development Committee (PDC) since 2020 in multiple roles and am currently the Chair of that Committee. As Chair, I had the opportunity to attend a Board Meeting this year to give updates on the PDC and facilitate a discussion on opportunities for the PDC.

If elected to the NCURA board, I can establish relationships with members across the U.S. to share ideas, concerns, and help shape the trajectory of our profession. Region VII is a unique Region and I would like the opportunity to represent us at the National level in 2025-2026!

Natalie Buys, CRA

12631 E 17th Avenue, F496, Aurora, CO 80045

Email: Natalie.Buys@cuanschutz.edu Phone: 303-724-9728

EXPERIENCE Financial and Research Program Director

University of Colorado Denver-Department of Family Medicine, Aurora, CO, 08/12-current

- Responsible for managing the contracting processes across the Department, including, but not limited to, contracts facilitated by the Office of Grants and Contracts, University of Colorado Medicine and CU Innovations, and oversees 75-120 contracts between research, clinical and other service contracts.
- Responsible for oversight of all administrative functions that support the research mission of the Department of Family Medicine.
- Oversee the Department's compliance with accounting standards and policies as determined by the University of Colorado Anschutz Medical Campus and University of Colorado Medicine and apply advanced knowledge of department workflow and operations, and identify areas for improvement.
- Aided faculty with grant applications including developing budgets, completing forms, grant submission, and just in time requests assuring compliance with sponsor and University policies. Types of grant applications included federal (NIH, AHRQ, HRSA, NSF), PCORI, state and foundation sources.
- Once awarded, audit financial status of grants/contracts on a quarterly basis, ensure compliance with sponsor requirements, issue subawards, coordinate the completion of progress/annual reports and close out the grant/contract once complete.
- Managed and trained two Grants and Contracts Specialists (start dates: 10/1/2015 & 5/1/2017).
- Managed 78 monthly effort allocations for research faculty and staff.
- Initiated and led the "AMC Research Administration Information Network" for 125 departmental research administration personnel on the Anschutz Medical Campus (2013-current).
- Mentored new research administrators participating in the campus Research Administration Workforce Committee (RAWC) in 2019 and 2020.
- Promoted to Grants and Contracts Senior Specialist 09/2014 (previously Grants and Contracts Coordinator).
- Promoted to Grants and Contracts Assistant Manager 11/2015.
- Promoted to Grants and Contracts Manager 04/2017.
- Promoted to Financial and Research Program Director 04/2021.

Grants Specialist Intermediate

State of Minnesota-Department of Commerce, St. Paul, MN, 08/09-08/12

- Managed the completion of State grants, contracts and request for proposals postings.
- Translated Federal Requirements to ensure understanding and compliance by grantees.
- Ensured compliance with Federal and State budgetary and reporting grant regulations.

Temporary Employee-ProStaff

SUPERVALU, Chanhassen, MN, 02/09-07/09

- Assisted accounts payable in auditing processes and vendor management.

Contract Coordinator-Term of Project Position

Pearson VUE, Bloomington, MN, 09/08-12/08

- Supported all contract related activities for assigned projects including negotiating and writing contract agreements for beta and launch of the Pearson Test of English.
- Coordinated between external and internal clients to achieve project objectives.
- Worked with program manager to report and track project status to be distributed to the operational team.

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Project/Program Manager II–Special Programs Coordinator

King County Community Services Division, Seattle, WA, 02/06-08/08

- In 2007, coordinated the completion of 255 capital and service contracts worth \$7.3 million.
- Negotiated contract terms and outcomes with agencies throughout the county and documented them in the final contract agreement.
- Monitored agency compliance of contract terms.
- Established a precedent for tracking and analyzing contracts.
- Supervised indirect reports from other programs and departments.
- Trained agencies and internal staff on contracting procedures and requirements.

Program Assistant

King County Community Organizing Program, Seattle, WA, 11/03-05/06

- Wrote and managed a minimum of five contracts per year.
- Tracked and analyzed data to demonstrate outcomes were met for federal and state grants.
- Organized and managed the accounts payable and community grant program.

Operations Specialist–British Airways Account

Carlson Marketing Group, Plymouth, MN, 08/00-06/02

- Created and distributed five to ten promotional email, text and html, and direct mail communications per month to 250,000 people in order to drive profitability and product loyalty.
- Ensured quality and accuracy of direct marketing communications.
- Facilitated quarterly trainings to staff on promotions and how to manage promotional calls.
- Promoted from Member Service advisor 01/2001 where I provided Customer Service for 60-80 inbound calls per day from Executive Club members.

EDUCATION

Bachelor of Science, International Business

St. Cloud State University, St. Cloud, MN, Graduated 05/00
French Minor - Toulouse, France

Certified Research Administrator

Completed and Passed Exam 11/21

TRAINING/ SKILLS

University of Colorado Anschutz Medical Campus Equity Certificate Program-April 2021, Managing a Hybrid Team-July 2021, Microsoft Excel, Word, Access, Outlook, Teams, PowerPoint, OneNote, Project and Publisher, SharePoint, InfoEd, PeopleSoft, m-Fin CU-Data, Marketplace, eRA Commons, Egnyte, Adobe, Zoom, Slack, Trello, Dale Carnegie Public Speaking Course

PUBLICATION

“Building a Research Administration Community: Make it Rain” NCURA Sponsored Research Administration: A Guide to Effective Strategies & Recommended Practices Compendium; Chapter 1120, pages 13-15; January 2019

AWARDS

-CU Anschutz Campus Research Administration Award, 2023-24
-Research Team Member of the Year, Department of Family Medicine, University of Colorado, 2014

MEMBERSHIP

National Council of University Research Administrators (NCURA) (2013-current):

- Chair National Professional Development Committee (2024)
- Member of the National AM66 Program Committee-Co-Lead PostAward/Financial Track (2024)
- Diversity, Equity and Inclusion Committee-Region VII (2022-Current)
- National Online Programming Presentation-Remote Work (2023)
- Vice Chair National Professional Development Committee (2023)
- Past Chair Region VII (2023 & 2024)
- Chair Region VII (2022)
- Co-Chair Region VI/VII Regional Meeting – Tucson, AZ (2022)
- Member of the NCURA National Professional Development Committee-Chair Appointed (2022)
- Member of the National FRA Program Committee-Lead Clinical Track (2022)
- Co-facilitated two Discussion Group sessions 2022 AM64-Washington DC

- Co-led Workshop and facilitated Discussion Group at 2022 FRA-New Orleans
- Chair-Elect Region VII (2021)
- National Lead for the Traveling Faculty & PDC Selection Subcommittee (2021)
- Region VII Professional Education Development Committee (2021-Current)
- Program Committee Lead RM2021
- Member of the National PRA Program Committee-Department Track (2021)
- Lead Facilitator for National Online Learning Review (2020)
- Elected Member of the NCURA National Professional Development Committee (2020-2021)
- Member of the NCURA National Professional Development Committee-Chair Appointed (2019)
- Member-at-Large Region VII (2019-2020)
- Volunteer Coordinator Region VII (2017, 2018, 2019)
- Served on the regional meeting program committee (2014, 2016, 2017, 2018, 2021)
- Presented at Region VI/VII meetings: Maui, HI (2016), Portland, OR (2017), Billings, MT (2018), Seattle, WA (2019), Anchorage, AK (2023)

VOLUNTEER Event Coordinator-Meadowlands 5k Run/Walk (2008-2022) to benefit the Alzheimer's Association

NATIONAL COUNCIL OF UNIVERSITY RESEARCH ADMINISTRATORS

REGION VII

NOMINATION FORM ELECTION 2024

Nominator:

Name: Natalie Buys

Institution: University of Colorado Anschutz Medical Campus

Position: Research & Finance Program Director

Phone: 303-724-9728 Email: Natalie.buys@cuanschutz.edu

Candidate Information:

Select One: Chair-Elect (2025)

Treasurer-Elect (2025)

Member-at-Large – 2 year term (2025-2026)

Regionally Elected Member of the National Board of Directors (2025-2026)

Name: Natalie Buys

Institution: University of Colorado Anschutz Medical Campus

Position: Research & Finance Program Director

Phone: 303-724-9728 Email: Natalie.buys@cuanschutz.edu

Nominator's Statement of Candidate's Qualifications:

I have been a member of NCURA since 2013 and have been involved with volunteerism in the Region and at the National Level:

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