

Sylvia Bradshaw Personal Statement

Candidate for Regionally Elected Member of the NCURA Board of Directors

In September 2014, I became the founding director of the Office of Sponsored Programs (OSP) at Dixie State University (now Utah Tech University). Dixie State was a small teaching institution that had just transitioned to university status and was ready to “grow up” and formally establish the OSP. Two years prior, the only thing known on campus about research administration was that we were out of compliance charging indirect costs on our Trio grants since we did not have a negotiated indirect cost rate. Negotiating the NICRA was my first task, after which the OSP was created. I often joked that I was a three-person office – me, myself, and I. However, that moniker was quickly undermined when I found NCURA. My office of one soon became an endless network of the most collegial people on earth!

I was fortunate to have a mentor who told me the first thing I needed to do was join NCURA and go to the regional meeting. I was two weeks in my new role when I found myself in Reno, Nevada volunteering at the registration desk for our regional meeting. I didn’t even know the terms “Uniform Guidance” or “effort reporting” yet, but I did know that NCURA was where I would learn and grow. I came back from that meeting with enough knowledge to know that even though our Business Services didn’t think the Uniform Guidance applied to our institution because we didn’t have any grants that paid for band or athletic uniforms (yes, really!) – I knew better, and I knew more than anyone else at the institution. With my very limited knowledge, I claimed my space as the resident “expert” at the institution and have never looked back. That’s what NCURA gives to its members – confidence!

I also quickly signed up for the Level 1 Fundamentals of Sponsored Programs Administration workshop where I learned that there was a Masters of Research Administration (MRA) offered by Johns Hopkins University. Recognizing the need to formalize my education in research administration, I also heeded the recommendation to apply and achieved an MRA. I found my happy place in research administration and I couldn’t soak up enough information. I attended every NCURA offering possible. I also was deeply honored to be an inaugural recipient of the NCURA Education Scholarship in 2018. This was a definite highlight for of which I am eternally grateful. In my application packet for the scholarship, I promised to pay my gratitude forward and I meant it. I hope you will see from my CV that I was serious about my commitment.

I have now enjoyed a decade of NCURA learning, volunteering, presenting, organizing, and championing the NCURA mission – Supporting Research Together! I couldn’t have asked for a more rewarding support system and I truly hope to continue my NCURA journey far into the future. My passion for service is centered around predominantly undergraduate institution (PUI) support and instilling an excitement for research administration in young professionals. I welcome the opportunity to contribute to endeavors that will recruit and inspire the next generation of research administrators. The future is bright!

Thank you for allowing me the possibility to further my journey with NCURA through service as the Regionally Elected Member of the NCURA Board of Directors. Always forward!

SYLVIA BRADSHAW, MRA, CRA

(435) 673-5133 sylviabradshaw@suu.edu



SUMMARY

Proven solidarity and leadership. Effective communicator, friendly, competent, and reliable work ethic. Grateful for the opportunity to benefit from a lifetime of learning.

HIGHLIGHTS

- Member of National Council of University Research Administrators (NCURA)
- Member of Society of Research Administration International (SRAi)
- Member of AASCU's Grants Resource Center (GRC)
- Effective Staff leadership and development
- Service leader
- Analytical reasoning
- Resourceful
- Strong interpersonal skills
- Dedicated team player
- Advanced MS Office Suite knowledge
- Effective business writing

ACCOMPLISHMENTS/AWARDS

- 2023 SUU Distinguished Service Nominee
- 2022 SUU Employee of the Month - June
- 2018 Inaugural Recipient of the National Council of Research Administrators Scholarship (NCURA) Award – Washington, D.C.
- 2017 Commitment to Diversity Dixie Award – DSU
- 2016 Excellence in Service Award – DSU Board of Trustees
- 2015-2016 Elected President - Utah State Higher Education Staff Association (UHESA)

EDUCATION

Master of Science in Research Administration, Johns Hopkins University – Washington, D.C.

Bachelor of Science in Accounting, Dixie State University – St. George, UT

EXPERIENCE

- May 2019-Present** **Director of Sponsored Programs, Agreements, Research, and Contracts**
Southern Utah University (SUU)- Cedar City, UT
- Direct the SPARC Team in supporting externally funded projects
 - Central office with oversight of both Pre-Award and Post-Award functions
 - Promote engagement in sponsored programs to solidify the student experience
 - Advocate and promote compliance with the state and federal regulatory environment

July 2014-2019

Director of Sponsored Programs

Dixie State University (DSU)- St. George, UT

- Founding Director of the DSU Sponsored Programs Office
- Implemented new procedures, training, policies, and practices
- Completed NCURA Level I & II trainings for Sponsored Program Administrators

Oct 2008-2014

Administrative Accounting Assistant

Dixie State University – St. George, UT

- Negotiated the initial DSU Indirect Cost Rate with Dept. of Health & Human Services
- Efficiently fostered departmental support, leadership, and growth
- Provided grant accounting support for DSU Business Services and the College of Science & Technology

Jan 1996–present

Co-owner/Seasonal Tax Service/Small Business Financial Services

Computek Services - Santa Clara, UT

- Client tax return preparation & consultation
- Governmental compliance and interpretation of tax law
- Extensive experience in assurance and compliance in governmental regulations

PUBLICATIONS

“The Role of Research Administration, 5th Edition,” **Sylvia Bradshaw** MRA, CRA, Southern Utah University; Mario R. Medina, PhD, CRA, University of Kansas Medical Center; Richard Seligman, EdD, California Institute of Technology; Jenn Stewart, MA, Southern Utah University; and Marianne R. Woods, PhD, JD, Johns Hopkins University. National Council of University Research Administrators (NCURA), Resource Booklet (2021).

“Understanding the Why behind What We Do in Research Administration,” **Sylvia Bradshaw**, Southern Utah University; Irina Diaz, Dorothy Johnson, University of Wisconsin-Madison, *Sponsored Research Administration: A Guide to Effective Strategies & Recommended Practices*, National Council of University Research Administrators (NCURA), January 2022, ¶120.18, pages 137-145

“Why does Tech Transfer Matter to Predominantly Undergraduate Institutions?” **Sylvia Bradshaw**, NCURA Magazine, August 2020, Vol 52, No. 4, page 49

“No ERA? You’re Not Alone: Utilizing a Collaborative Purchase to Conquer the Price Point Woes”, **Sylvia Bradshaw**, NCURA Magazine, Oct/Nov 2018, Vol 50, No. 5, page 9

PRESENTATIONS

“Evolving Collaborative Landscape: the leadership role of smaller institutions”, Co-Presenter, Andrea Christelle, Vice Provost for Research, Diné College, NCURA Region VI/VII Meeting, September 2023 (Anchorage, AK)

“Wellbeing in Department/PUI/Research Institute Research Administration”, Co-Presenter, Dorothy

Johnson, Gladstone Institutes, NCURA Region VI/VII Meeting, September 2023 (Anchorage, AK)

"Don't Just Bet, Take Action and Ramp Up Your Future: Degrees, Certification and Beyond", Co-Presenter, Dorothy Johnson, University of Wisconsin-Madison, NCURA Pre Award Research Administration Conference, March 2023 (Las Vegas, NV)

"The Endless Frontier: Betting on the Future of the Research Enterprise", Co-Presenter, Dorothy Johnson, University of Wisconsin-Madison, NCURA Pre Award Research Administration Conference, March 2023 (Las Vegas, NV)

"New Leaders: Bridging the Beginning" Workshop, Co-Presenters Alexa Van Dalsem, University of Colorado- Boulder; Ashley Stahle, Colorado State University. NCURA Region VI/VII Meeting, October 2022 (Tucson, AZ)

"Stories from the Morgue: Breathing Life Back into the RA Pipeline", Co-Presenters, Lawrence Mbaki, Carson Brown, and Katie Freeman, Southern Utah University, NCURA Region VI/VII Meeting, October 2022 (Tucson, AZ)

"From Effort Reporting to Payroll Certification: Cracking the Code" Co-Presenter, Dorothy Johnson, University of Wisconsin-Madison, NCURA 64th Annual Meeting, August 2021 (Washington, D.C.)

"Grant Writing: Keys to a Successful Proposal", Co-Presenters Carrie Childs, Jenn Stewart, and Katie Gomez, Utah Municipal Clerks Association (UMCA) Conference, March 2022, (Cedar City, UT)

"Tech Transfer: Why it is Important in the PUI World", Co-Presenter James Taylor, Weber State University. NCURA Financial Research Administration (FRA) Conference, March 2022, (New Orleans, LA)

"Understanding the Why Behind What We Do in Research Administration", Co-Presenters Irina Diaz, Univ. of Wisconsin-Madison and Dorothy Johnson, Univ. of Wisconsin-Madison. NCURA Financial Research Administration (FRA) Conference - March 2022 (New Orleans, LA)

"Grants Management Updates and OMB Initiatives/FEERF/CARES Act", Co-Presenter Tamara Marshall-Jones, Office of Management & Budget (OMB). NCURA 63rd Annual Meeting (Hybrid), August 2021 (Washington, D.C.)

"ERA in a PUI – Navigating the Journey", Co-Presenters Nathan Jones, UNC-Wilmington and Alex Hartvigsen, Utah Valley University. NCURA 63rd Annual Meeting, August 2021 (Washington, D.C.)

"Understanding the Why Behind What We Do in Research Administration", Co-Presenters Irina Diaz, Univ. of Wisconsin-Madison and Dorothy Johnson, Univ. of Wisconsin-Madison. NCURA Pre-Award Research Administration (PRA) Conference - March 2021 (Online)

"Finding the Opportunity in Uncharted Times", Discussion Leader/Presenter, Region VI/VII Meeting, Nov 2020 (Online)

"Freeze Frame or ReFrame" Panel Member/Presenter, NCURA Region VI/VII Meeting, Nov

NATIONAL COUNCIL OF UNIVERSITY RESEARCH ADMINISTRATORS

REGION VII

NOMINATION FORM ELECTION 2024

Nominator:

Name: Vincent Borleske

Institution: University of Arizona

Position: Director, Engineering Research Administration Services, College of Engineering

Phone: 520-621-5254 Email: vincentborleske@arizon.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: Sylvia Bradshaw

Institution: Southern Utah University

Position: Director of Sponsored Programs, Agreements, Research, and Contracts

Phone: 435-673-5133 Email: sylviabradshaw@suu.edu

Nominator's Statement of Candidate's Qualifications:

I am nominating Sylvia Bradshaw for the position of Regionally Elected Member of the National Board of Directors. I became an active Regional VII NCURA member after moving to Tucson, Arizona in 2018 and throughout my activities at the regional and national level, Sylvia has always been fully engaged and supportive of NCURA activities and has demonstrated a keen ability to collaborate with members from throughout the region.

Sylvia has been involved in regional board activities and professional development including participating on the regional meeting planning groups. She has also served in leadership capacities at the national level as a Region VII member. Most recently, Sylvia participated on the 2025 FRA conference planning committee and contributed to a strong PUI track.

Sylvia represents an important partner as a staff member at a predominantly undergraduate institution. I believe that PUI representation on the national board is vital and I also believe that Sylvia will represent the members of Region VII with professionalism and thoughtfulness during her term.