

David Scarbeary-Simmons Personal Statement

Helping to shape the future direction of research administration at the University of Colorado Boulder, I currently serve as Director, Research Financial Services, with oversight of a dynamic staff of 30 research management and compliance within the Controller's Office. By infusing the Controller's Office commitment to our values (Integrity, Helping Others, Diversity, Inclusion, Respect, Thoughtful Communication, Thinking Forward, and Building Trust) into both my volunteer experiences with NCURA and professional activities working alongside leading staff, faculty, and researchers, I am able to play a pivotal role in continuing the university's longstanding commitment to excellence and supporting the broader research community.

I believe my personal and professional experiences have prepared me for the chair-elect role, and I am very excited to be nominated for several reasons. First, I strongly believe that my commitment to diversity and experience in a variety of professional roles would greatly contribute to our region. Additionally, I have extensive experience with NCURA in various capacities having served as a mentor for LeadMe for nearly five years in multiple regions and volunteering throughout the years. I currently serve as traveling faculty and have also been an active presenter and co-presenter at regional workshops since 2018 presenting topics that have included:

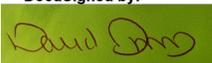
- *Effective Research Administrators Leverage Five Essential Habits*
- *Leveraging Diversity and Creating an Environment of Cultural Humility*
- *Mastering Closeouts from End to End-A View Through the Lens of Department and Central Administrators*
- *The Ball's in Your Court: Owning Your Role as Research Administrator*

Additional volunteer experience has included current service as a member of CU Boulder's Inclusive Excellence Committee, involvement with Region VII's PEDC, prior service as a committee member on UCSF's Council on Campus Climate, Culture, and Inclusion, and service on the UCSF Diversity Inclusion Certificate Program leadership team. I recently led an Antiracism Book Club within my prior division that enjoyed a membership of 20+ employees.

Diversity and inclusivity are at the heart of the activities that I participate in and am responsible for. I believe my DEI-centered approach and commitment to research administration both as a member of NCURA and in my current professional role would be a great addition to the Region VII leadership team.

Looking forward to continuing another year of personal discovery and development and hope to be able to contribute to this vital NCURA role!

In the spirit of community,

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David Scarbeary-Simmons

6/1/2022

DAVID SCARBEARY- SIMMONS

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Research Administration & Operations Professional

Strategic accounting and business development professional leading purchasing, accounts payable, contracts and grants accounting, and student/alumni affairs teams to serve clients within the higher education sector. Broad experience driving cross functional projects for research centers and student-focused institutions. Proven track record of identifying, assessing, and leading multiple projects and programs, while processing various complex transactions and agreements, and developing customized financial reports. Strong leadership, negotiating and influencing skills, and ability to achieve goals through teamwork, collaboration, and relationship management.

- Student & Fiscal Affairs Team Leadership
- Marketing & Communications Expertise
- Accounting & Systems Training Lead
- Project Management Skills
- Compliance Monitoring & Support
- Administrative Management

PROFESSIONAL EXPERIENCE

UNIVERSITY OF COLORADO, Boulder, CO
2021-Present

Director, Research Financial Services

Advise the overall operations of the Research Financial Services unit which includes financial reporting and accounting, invoicing, effort reporting, cost share monitoring, and project closeout.

- Lead a team of approximately 30 research administrators who manage \$800M in annual research expenditures across 4,000 research projects.
- Enhance business systems and procedures as appropriate to ensure continued compliance with the applicable rules and requirements while improving business processes, efficiency, and service.
- Participate in and lead efforts to develop, enhance, and implement technology applications and solutions.

UNIVERSITY OF CALIFORNIA, San Francisco, CA
2016- 2021

Division Manager, Division of Prevention Science (March 2020-June 2021)

Served as chief administrator for the division with responsibility for all operating activities including developing and maintaining appropriate systems to ensure high quality service delivery.

- Managed, planned, and administered all administrative operations including IT, facilities, contracts and grants, budgetary financial management, and human resources.
- Executed the annual academic renewal process for approximately over 70 faculty members.
- Responsible for strategic planning and evaluation of the impact of policy shifts or other external environmental changes on the division.
- Prepared short- and long-range needs assessments to execute divisional priorities and lead process improvement efforts.

Contracts and Grants Accounting (CGA), Controller's Office Support Team Manager (October 2018-March 2020) Service Team Supervisor (September 2016-October 2018)

Responsible for managing the accountability and stewardship of CGA teams including Accounting Analysis, Cash and Collections, and Project and Data Management.

- Served as project lead for the integration of the CGA office at Children's Hospital Oakland Research Institute (CHORI) into the larger UCSF enterprise.
- Responsible for ensuring all CGA business processes and supported systems were continuously improved.
- Active participant as mentor for the NCURA Region VI LeadMe program.
- Served on the leadership team for the UCSF Diversity Inclusion Certificate Program.
- Overhauled the way that schools and departments interface with CGA by establishing monthly site visits to

assess issues, concerns, and recommendations and strengthen relationships between financial and research staff.

- Directed, initiated, and designed analyses of campus and office policies, procedures, job aids, training, forms, and similar documentation.

UNIVERSITY OF CALIFORNIA, Berkeley, CA
2014- 2016

Research Administrator (Multiple Locations)

Provided extramural fund and grant management support for the Labor Occupational Health Program (LOHP) and Campus Shared Services (CSS). Oversaw the pre- and postaward contract management process while reporting on general and sponsored budgets for the organization.

- Prepared department payroll for career, limited appointment, and student staff while working simultaneously with School of Public Health Business and Financial Services staff and key HR personnel.
- Oversaw the development and tracking of LOHP’s annual budget working closely with the director to strategize and develop solutions for forecasted financial obligations.
- Provided postaward financial administration and management of research funds belonging to 64 PI’s within the Psychology and Chemistry Departments in accordance with campus policies and agency requirements.
- Supervised a staff of 20 administrative and financial professionals whose responsibilities included office support, resolution of procurement issues, and processing of departmental transactions for units served by the College of Natural Resources, Biological Sciences, College of Chemistry, and Physical Sciences.
- Elected to serve as member of the Berkeley Staff Advisory General Council to identify areas to further enhance staff engagement, learning, and overall retention.

COLUMBIA UNIVERSITY, New York, NY
2011 - 2014

Assoc. Director, Business Services (February 2014-November 2014)

Responsible for the coordination and execution of financial transactions required to support the centralized Office of Alumni and Development (OAD). Served as the primary liaison with the Purchasing Office and assisted in the planning and coordination of space management activities.

- Led training workshops on various business topics including a goal setting workshop which has laid the foundation for the goals the facilities, accounts payable, mail services, and purchasing team will be held accountable for this coming fiscal year.
- Supervised the efforts of a full-time Assistant Director and Program Coordinator whose responsibilities include office support, resolution of facilities issues, and processing of purchasing transactions.
- Initiated review of how the purchasing team interacts with the accounts payable team, to minimize duplication of efforts, reduce paper, and enhance customer service provided to business units within OAD.

Director, Student Financial Advising (August 2013-February 2014)
Manager, Student Financial Advising (November 2011-August 2013)

Oversaw the financial advising of all undergraduate student organizations including financial planning and developing processes and protocols that govern recognized student group activity. Evaluated current financial services, designed and developed new methods of service, and ensured delivery of service that increased student and staff productivity.

- Decreased the transaction processing time for vendor and reimbursement checks to be generated by 50%.
- Established new electronic approval system for students to access organizational funding and led a biweekly team committee which streamlined the financial advising process-reducing systems errors-and uncovered and initiated ways to incorporate student development materials and methodologies into the new system.
- Provided monthly trainings on university policies for students and administrators and led the annual training to refresh new and incoming students on protocols surrounding how clubs could spend university funds.

EDUCATION

UNIVERSITY OF COLORADO
Master of Public Administration
Master of Science, Management

Denver, CO
2011
2008

UNIVERSITY OF MAINE
Bachelor of Science, Business Administration, specializing in Accounting

Orono, ME
2004