

Candidate's Personal Statement

Alexa Van Dalsem

Candidate for Regionally Elected Member to the Board

August 10, 2026

I am excited about the opportunity to serve Region VII as the Regionally Elected Member to the Board, representing the Jackalopes at the national level and ensuring that the unique strengths of our region are heard and valued. Region VII is home to research powerhouses and life-changing primarily undergraduate institutions, united by a pioneering, creative, and collaborative spirit that reflects the diversity of our membership. This is an important voice in NCURA.

Over my ten years as an NCURA member and through numerous volunteer leadership roles, I have wholeheartedly embraced NCURA's mission to "support research...together!" I am prepared to bring Region VII's perspectives, challenges, and innovative spirit to Board discussions while helping shape NCURA's future in ways that support research administrators across all institution types and career stages.

At the regional level, I have served as Volunteer Coordinator, Chair-Elect, Chair, Past Chair, and Regional Meeting Program Co-Chair and Track Lead. Through these roles, I gained a deep understanding of both the opportunities and challenges facing our region and the opportunities that come from volunteering, while helping bring Region VII perspectives to the National level through the 2023 Regional Officers Symposium and quarterly regional leadership discussions.

At the national level, my service on the National Education Scholarship Fund Select Committee and the Select Committee on Global Affairs broadened my understanding of NCURA's impact across the research administration profession and the diverse needs of its members. I have also supported NCURA's commitment to professional development as a meeting presenter, Traveling Workshop faculty member, and magazine author.

NCURA has given me so much throughout my career, particularly a trusted network of colleagues, mentors, and friends. I encourage my staff to get involved with NCURA and support their volunteer work and attendance at meetings, knowing the value of the experience for individuals and their institutions. I am ready to take the next step in service to our community by helping ensure that current and future research administrators benefit from the same opportunities, connections, and support that shaped my own professional journey as Region VII's Regionally Elected Member to the National Board.

ALEXA VAN DALSEM

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EXPERTISE

Sponsored research administration

Leading through transitions

Technology tools implementation

Process improvement and
implementation

Training and public speaking

Policy analysis, development and
implementation

Mentoring

EDUCATION

*MA, Philosophy and Education,
Education Policy Concentration*

Teachers College, Columbia

University

December 2001

BA, Liberal Arts

St. John's College, Santa Fe, NM

May 1997

SKILLS

Strong written and verbal
communication skills

Collaborating with diverse groups of
colleagues

Forward thinking and priority
setting

Proficient in federal and non-profit
grant management systems

Ability to quickly connect with staff
and stakeholders

PROFESSIONAL PROFILE

Research administrator with 20+ years of combined experience in grant and university administration, dedicated to advancing the U.S. research enterprise through excellent sponsored project management, effective communication, positive relationships, and creating a community of practice for mentoring and staff development in an increasingly complicated field. Professional focal points include organizational leadership, balancing stewardship and customer support, connecting with area experts for action, mentoring, strategic planning, project and change management and policy analysis, writing, and implementation. Experienced speaker and trainer on the topics of pre-award research administration, remote work, leadership development, building organizational trust, and research security.

EXPERIENCE

Office of Contracts and Grants (OCG), University of Colorado Boulder
Boulder, CO

January 2021 – present

Assistant Vice Chancellor (Jan 2026-present), Senior Director (Nov 2024 Promotion), Director and Interim Director (Sept 2023 Promotion), Deputy Director (Jan 2021-Aug 2023)

Leadership

- Lead operations and research administration for an office of 65 staff supporting over \$750K in annual awards with excellent, innovative support for campus sponsored project needs.
- Respond to and advise on emergency and emergent sponsored project requests from campus partners.
- Supervise seven OCG team leaders.
- Serve as University of Colorado Boulder Authorized Organizational Representative (AOR).
- Leader in national research administration organization (NCURA) with an international network of colleagues.

Research Administration

- Maintain current, advanced knowledge of research administration, including federal agency changes in all stages of the lifecycle of awards, monitoring current issues, and evaluating responsive changes for campus.
- Mentor research administrators and provide research administration expertise to OCG, campus staff and faculty, University system staff, and other institutions.
- Support department efforts for campus training, including leading training and reviewing new training material.
- Support all OCG teams by providing consultation, researching questions, updating documentation, and improving processes.
- Subject matter expert in research security policy and impacts to research administration and compliance.

PROFESSIONAL ACTIVITIES

*National Council of University
Research Administrators (NCURA)*
Member 2016-present

Region VII Past Chair, 2025, Chair,
2024, Chair-Elect and Regional
Meeting Program Co-Chair, 2023

Traveling Workshop Faculty,
2023-Present

Select Committee on Global Affairs,
2025

PRA Meeting Preaward Track Co-
Lead, 2025

National Education Scholarship
Fund Select Committee, Member
2021-2022

Region VII Volunteer Coordinator,
2019-2022

*CWNWL Academic Management
Institute (AMI)*
2023-2024 Cohort Member

*Inter Mountain University Research
Administrators (IMURA)*
Member

*Council of Government Relations
(COGR) Meetings*
CU Boulder Representative

AWARDS & CERTIFICATIONS

Certified Research Administrator,
December 2016-present

FAR Bootcamp Completion,
March 2023

SRAI, Winner of Committee
Selection and People's Choice for
Best Poster, 2019

SRAI, Winner of Best Webinar
Award, 2021

Certified trainer of Franklin-Covey's
Leading at the Speed of Trust

CU Boulder Prosci Change
Management Practitioner Program

Operations

- Monitor and maintain OCG's budget, collaborating with leadership on strategic budget decisions.
- Hybrid Work – With OCG's Associate Director of Organizational Effectiveness, co-lead department's hybrid work plan post-pandemic. OCG recognized as campus and national leader in hybrid and remote work.
- OCG Structure and Hiring – Lead or oversee strategic OCG structure changes and staff hiring and promotions, promoting inclusiveness in hiring practices.

Policy and Procedures Management

- Monitor federal policy developments and support changes to campus procedures and implementation. Current topics: research security, DOD CMMC, award terminations, and federal administration changes. Past topics: DE&I in sponsored projects and harassment reporting.
- Oversee OCG policies, including regular review and updates, monitoring need for new policies, working across campus on assessment of new policy needs, developing and implementing document templates, and drafting policies and procedures. Current topics: research security, award process optimization, AI, signature authority database, roles and responsibilities update.

Technology Tools

- Subject matter expert for electronic research administration (eRA) system, InfoEd, and related process improvements.
- Created and implemented new Teams and SharePoint site for OCG collaboration and documents.

Cross Campus Projects and Working Groups

- **Campus Misconduct Advisory Committee (CMAG)** – Member since 2022 of team of administrators and faculty who advise on allegations of misconduct related to compliance with export controls, IP obligations, university policies and procedures, third party contractual commitments, and fiscal misconduct.
- **Conflict of Interest and Commitment Committee** – Member since 2022, informing COI campus work from OCG perspective and ensuring close collaboration between the departments.
- **Solutions Group** – Provide sponsored project expertise on cross-campus working group with HR, OFA, and sponsored projects since 2019. Recent issues include summer salary and impact of award terminations and delays.
- **Data Governance Committee** – Member since 2025 of system and campus committees establishing data governance standards related to research administration.

- **CUI Governance Committee** – Member since 2025 of campus committee providing direction and guidance to ensure policies and processes align with controlled information regulations and CU Boulder policies following involvement with Research Cybersecurity Advisory Committee in 2023. Committee oversees development, implementation, and improvement of controlled information compliance strategies and practices, including preparation for CMMC requirements.
- **Past Committee Involvement:** Non-scientific member 2019-2023 for social-behavioral and biomedical institutional review boards (IRB); Accounting Process Redesign Anchor Team as co-leader of cross-campus working group 2019-2023 focused on resolution of NSF audit recommendations; Department of Education Section 117 Reporting as member of cross-campus group to understand and comply with reporting.

Campus Outreach

- Lead monthly Tuesday Talks with Campus Controller's Office Research Financial Services Director, presenting sponsored project related topics and updates to campus. Meetings have a regular attendance of 100+ individuals and include meeting notes for those who cannot attend.
- Implemented regular meetings with Associate Deans of Research in College of Engineering and Applied Sciences and School of Education.

Research Security

- Member of OCG's Security Team as Assistant Facility Security Officer (AFSO, 2019-2022), managing administration of classified work (details below under Facility Security) and collaborating on campus responses to federal agency requirements, including NSPM-33.
- OCG's main contact for questions related to CUI and FCI and liaison with federal agency points of contacts (NSF, NRO, NASA) for CUI related questions.

Office of Contracts and Grants, University of Colorado Boulder, Boulder, CO June 2012 – January 2021
Proposal Analyst, Sr. Proposal Analyst (2014 Promotion), Manager (2014 Promotion), Senior Manager (2015 Promotion), Assistant Director (2020 Promotion)

Research Administration

- Worked with faculty, staff, and department administrators on the submission and review of sponsored project and service agreement proposals to international, federal, state, local, private, and industry sponsors as well as progress reports and post-submission requirements. Created and reviewed budgets and proposals for compliance with sponsor policies with a focus on balancing customer service and stewardship.
- Authorized organizational representative for proposal submissions.
- Worked with Compliance Team to review, update and document processes related to reporting, closeouts, and government titled property.
- As a member of NCURA and IMURA, grew network of professional contacts and contributed to community of practice through conference attendance, volunteering, conference presentations, and regular contributor to listservs.
- Co-hosted IMURA's fall 2020 virtual meeting of university research administrators from Colorado, Utah, Montana, Arizona, Idaho, Texas, and Nevada.
- As Volunteer Coordinator for NCURA Region VII, key leader in first virtual meeting for 495 research administrators, fall 2020.

Facility Security (Assistant Facility Security Officer 2019-2022)

- Managed security clearances and visit requests, including personnel and foreign travel briefings.
- Developed, updated and implemented security team guidance and security training materials.
- Prepared for and completed DCSA onsite inspection.
- Ensured compliance with the Industrial Security Procedures.

Special Projects

- Signature Authority Working Group – OCG working group that documented and improved process for sponsored project signature authority. Authored OCG policy and procedural statement.
- Cost Share Updates – Lead multi-department committee to update cost share policies related to changes in campus fringe benefit process, including updates to cost share addendum form.
- Created OCG Policy Library on SharePoint to provide a central location for all OCG policies and procedures.
- Researched and developed OCG's "Disclosing Other Support" webpage, related to updated federal requirements for current and pending disclosure.
- Subject matter expert for InfoEd eRA system initial implementation and software updates, providing expertise, support to pre-award team, training and process documentation, and COI module.
- Co-leader in development, creation, and campus roll-out of Proposal Submission Request form, detailed and modular budget templates, cost share form, and checklists for NSF and NIH proposal submission review in collaboration with OCG teams, compliance departments and department administrators.
- Initiated knowledge management system for pre-award team and for OCG.
- Subject matter expert for department website overhaul (2015) and refresh (2018).
- Oversaw updates of forms, budget templates, checklists and team related web pages for functionality and current policies.

Team Contributions and Leadership

- As a team manager, supervised and mentored junior and senior analysts; assisted with development of team training materials, quality assurance and monthly reconciliation processes; and integrally involved with workload distribution and team hiring. Supported direct reports in professional development, career advancement and work-life balance.
- Assisted with processes, documentation and training on new university and federal policies.
- As team expert on NIH, lead effort to standardize NIH submission processes; monitored and communicated to OCG staff and campus changes to NIH policies and processes; assisted with NIH proposal questions, internal policy development related to NIH, training on NIH processes and implementation of ASSIST; and documented internal processes.
- Member of OCG and campus committees, including Setup Working Group, infoEd Committee, Promotion and Recognition Committee, Training and Education Development Committee, eRA Assessment Committee, and multiple hiring committees, including hiring committee coordinator for OCG Deputy Director.
- Provided trainings to OCG and campus on research administration, infoEd and internal processes.

OTHER RELEVANT EXPERIENCE

Alternatives for Youth, Inc., Longmont, CO

March 2006 – June 2012

Resource Development Director, Grant Writer for Educational Non-Profit

Belhaven University, Jackson, MS

March 2002 – September 2004

Director of Student Services, Adjunct Faculty, Aspire Accelerated Degree Program

Teachers College, Columbia University, New York, NY

September 2000 – December 2001

Academic Assistant, Department of Mathematics, Science and Technology

PRESENTATIONS AND PUBLICATIONS

National Council of University Research Administrators (NCURA)

- *Grafting Research Security into the DNA of Research Administration*, Lead Presenter, Annual Meeting, August 2026
- *CMMC/NIST 800-171*, Discussion Group Co-Leader, Annual Meeting, August 2026
- *A “Land of Confusion”: Forging International Partnerships in the face of New NIH Restrictions*, Co-Author, NCURA Magazine, Volume 58, No. 2, April/May 2026
- *Research Security Topics*, Co-Leader, Delegation to Helsinki, Finland, December 2025
- *NCURA Traveling Workshop Sponsored Projects Administration Level II*, Curriculum Reviewer, updated material, September-November 2025
- *Everything is Awesome, Workshop for Senior Leaders*, Co-Leader, Regional VI & VII Meeting, November 2025
- *Rate-Based Service Activities: A Case Study*, Co-Leader, Regional VI & VII Meeting, November 2025
- *Research Security – Roles and Responsibilities*, Presentation for Greek delegation, September 2025
- *Understanding the Uniform Guidance through AI*, Co-Leader, Annual Meeting, August 2024 and Region VI & VII Meeting, September 2024
- *NCURA Lifecycle of Award training development*, Pre-Award Team, 2024
- *The UG Frontier - Juneau that Was in There?* Lead Presenter, Region VI & VII Meeting, Sept 2023
- *I Can See Russia from My House: International Influence and Keeping Research Safe*, Co-Leader, NCURA Region VI and VII Meeting, September 2023
- *Together for the Common Good*, Co-Author, NCURA Magazine, Volume 55, No. 3, May-June 2023
- *Workshop: Bridging the Beginning: Becoming a New Leader*, Lead Presenter, Annual Meeting and Region VI and VII Meeting, August and October 2022
- *To Crypt or Not to Crypt: Managing Data*, Co-Leader, Region VI & VII Meeting, October 2022
- *Staff Engagement: Getting People Excited about Their Jobs*, Discussion Group Co-Leader, Annual Meeting, August 2022
- *YouTube Tuesday Featured Speaker*, Clips from “Bridging the Beginning: Becoming a New Leader,” February 1, 2022 and June 14, 2022
- *Workshop: The Future of Remote Work*, Lead Presenter, Annual Meeting, August 2021
- *Bridging the Beginning: Becoming a New Leader*, Lead Presenter, Annual Meeting, Aug 2021
- *Hybrid Work in Research Administration – Challenges and Best Practices for Departments*, Lead Presenter, Annual Meeting, August-September 2021
- *Education Scholarship Fund Committee monthly article*, Author, NCURA Magazine, May-June 2021
- *Remote Work – A Human Capital Perspective*, Co-Author, NCURA Sponsored Research Administration Supplementary Material Publication, April 2021
- *Higher Education Act Section 117 Reporting Requirements – Maintaining Compliance*, Lead Presenter, Region VI & VII Meeting, November 2020
- *Remote Work: Thinking Long Term*, Panelist, Region VI & VII Meeting, November 2020
- *Guided discussion on Teleworking: Policies, Operational Needs & Best Practice*, Co-Presenter, Region VII Professional and Education Committee Webinar, March 2020
- *NCURA HR Series: Flexible Work Arrangements*, Webinar Co-Presenter, March 2020
- *Managing Flexible Work Arrangements*, Lead Presenter, Annual Meeting, August 2019 and Region VI & VII Meeting, October 2018
- *Organization and Communication for the New Research Administrator*, Co-Presenter, Annual Meeting, August 2019
- *Lessons Learned from Self-Disclosure*, Co-Presenter, Annual Meeting, August 2019

- *Workshop: Lifecycle of an Award Part 1 – It's Time to Submit a Proposal. Let's do This!* Lead Presenter, VI & VII Meeting, October 2019
- *From Technical Expert to Manager: Managing the Transition to Management*, Lead Presenter, Annual Meeting, August 2017
- *Building Proposal Budgets 101: Basic Concepts, Policies and Solicitations*, Lead Presenter, Region VI & VII Meeting, October 2016
- *Case Studies in Understanding the Impact of Excellent Pre-Award Work*, Lead Presenter, Lead Presenter, Region VI & VII Meeting, October 2016
- *Current Issues in Managing Research Administration: Best Practices for New Administrators*, Co-Presenter, Region VI & VII Meeting, October 2016

University of Colorado Boulder and System

- *Protecting Controlled Information*, Presentation to OCG, April 2026
- *Remote Work: A Conversation with the Office of Contracts and Grants*, presented to six individual groups on CU Boulder campus, December 2020-March 2021
- *OCG QuickBites on Trust, Tips for Teams and SharePoint*, August-October 2020
- *Remote Work Presentation for Staff Council*, January and February 2020
- *OCG In-depth: PSR Walkthrough*, September 2019
- *infoEd Upgrade Campus Sneak Peeks and Training*, Fall 2019
- *Career Advancement: Paths and Pivots*, Co-Presenter, 17th Annual CU Women Succeeding Symposium, February 2019
- *OCG Leadership Series* – Co-Presenter, monthly November 2018-January 2019
- *CRA Study Group Session – Institutional Review Board*, October 2023, *Legal Requirements & Sponsor Interface*, October 2022 and 2020, *Proposals*, August 2018
- *Presenter's Practice Forum – Q&A and Closings*, October 2018
- *NIH Proposal Workshop for Faculty: How to get an NIH Grant*, Co-presenter, April 2018
- *Upcoming NSF Changes in Proposal Submission*, Co-presenter, 3 sessions in spring 2018
- *Leadership Isn't Hard, Is It?* Co-Presenter, 16th Annual CU Women Succeeding Symposium, Feb 2018
- *NIH Changes in Human Subjects Research and Clinical Trials*, Co-presenter, Dec 2017, Jan 2018
- *FranklinCovey's Leading at the Speed of Trust*, Co-presenter, training over 200 University of Colorado Boulder staff members in 9 sessions 2017-2019 and refresher sessions in 2018, additional sessions for new staff through 2023.
- *Proposal Development Basics*, Co-presenter, 2016 and 2017
- *Proposal Preparation for Post-Award Success*, February 2015

Other and International

- *Hiring and Onboarding in the Remote Work Environment*, Lead Presenter, Society of Research Administrators International Webinar, May 2021, Winner of Best Webinar 2021
- Co-creator of poster, "Make Forms C.L.E.A.N.," Society of Research Administrators International, Annual Meeting, October 2019, Winner of Committee Selection and People's Choice for Best Poster 2019
- *Beyond a One-and-Done Workshop: Embedding Speed of Trust into a Naturally Skeptical Culture*, Breakout Session at Franklin-Covey's LeaderU, October 2018
- *Self-Care Workshop for Non-profit Leaders*, Athens, Greece, May 2017 and September 2018
- *Pre-Award Preparation for Post-Award Success*, Lead Presenter, Society of Research Administrators International, Regional Meeting, March 2015
- *Capacity Building Initiatives in Pre-award Research Administration*, Society of Research Administrators International, Regional Meeting, March 2015