

NCURA Chair-Elect Candidate Statement – Lori Shuler

I would be honored to serve as Chair-Elect for NCURA Region VII. I am the Manager of Post Award Services at the University of Wyoming. My responsibilities include overseeing project closeout and reporting – especially assisting PIs in navigating the complexities of online systems and understanding their reporting responsibilities to the sponsors. I monitor awards to ensure compliance with requirements and keep up to date on any new requirements by the sponsors. I assist with disclosures of international activities to sponsors. I served as a member of Boulder Campus Staff Council from 2018-2023. During that time, I served as co-chair of the Outreach & Events and as a member of the Elections committees.

A member of NCURA since 2021, I currently serve as Chair for Region VII Professional Educational Development Committee (PEDC) since 2024. Prior to holding the Chair position, I served as the Co-Chair to the PEDC committee for two years. My membership in NCURA has provided me with opportunities, knowledge, and great connections with other research administrators. I want to give back to the organization by serving as Chair-Elect. I will work to grow Region VII and increase engagement with research administrators throughout the region. NCURA is a vital organization that offers connections, growth in knowledge, and support for its members. I will work to continue this mission and expand it in our region.

I am organized, detail oriented, reliable, and customer focused. If elected Chair-Elect, I will bring the same commitment and passion that I have brought to everything I take on. I look forward to serving NCURA Region VII in this role and actively contributing to our region's growth. Thank you for your consideration.

Lori Shuler

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PROFESSIONAL EXPERIENCE

University of Wyoming, Laramie, WY

Manager of Post-Award Services, Office of Sponsored Programs: November 2022- Current

- Hands-on and participative leader with a Team of 8 who are responsible for the post-award management of UW's externally-funded sponsored projects, including providing customer service to Principal Investigators and unit administrators, setting up and maintaining award records, managing receivable functions, preparing sponsor required financial reports
- Continue to enhance skills and develop working relationships through involvement in national organizations (e.g. NCURA, SRA, etc.)
 - Region VII PEDC Chair 2024-25 & 2025-26 & 2025-2026
 - Region VII PEDC Co-Chair 2022-23 & 2023-24
- Assist the Senior Director in continued process improvement initiatives and document standard operating procedures specific to award setup, high-risk expenditure reviews, sponsor invoicing, letter of credit draws, sponsor-required financial report, and award closeouts.
- Ensure sponsored projects are administered in accordance with the sponsors regulations and policies and comply with University policies and procedures and other complex layers of regulations including the Code of Federal Regulations Title 2, Subtitle A, Chapter II, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements (UG), as well as Sponsor policies and procedures, and the State of Wyoming and UW rules and regulations.
- Oversee campus compliance with the Employee Compensation Compliance system ("project certification system") in partnership with the Manager of Costing and Reporting.
- Provide support for external and internal audits including the annual audit of federal awards.
- Effectively communicate and present critical financial matters to executive and senior leadership.
- Developed and implemented training courses to enhance OSP and department knowledge of research management and compliance, such as a Award Lifecycle training course.
- Provide accounting support for Student Financial Aid projects
- Review and approve payroll and non-payroll cost transfers as may be required. Along with the review and approval of financial reports and invoices.

University of Wyoming, Laramie, WY

Post-Award Specialist II/ ECC Administrator, Office of Sponsored Programs: March 2018 – November 2022

- Administer sponsored projects awarded from external and internal sources, in accordance with the agency regulations and policies
- Proficient with Oracle-based financial management system, Support WyoCloud system upgrades and testing
- Review high-risk transactions including payroll and non-payroll expense corrections.
- Lead coordinator for the new effort reporting system (ECC). Working with departments on campus, as well as Huron Consulting for the implementation of this system, and regulatory maintenance and review.
- Track and complete sponsor-required financial reports and award closeouts.
- Provide technical oversight and guidance to Sponsored Program Coordinators on complex fiscal Post-award compliance matters such as re-budgeting, cost allowability, no-cost extensions, PI and other personnel changes.
- Provide support to Sponsored Program Coordinators in activating more complex awards such as multiple cost sharing commitments and corrections to awards set up incorrectly.
- Assist with new hire and coordinator training as required
- Maintain department website

WyoTech, Laramie, WY

Financial Aid Advisor/Veteran Affairs Certifying Official: November 2011 to March 2018

- Coordinate and award financial aid programs (grants, loans and scholarships) to eligible recipients and inform students of financial standings
- Advise and assist students with financial aid applications and other issues or concerns as they arise
- Collect and process documentation required for a student's financial aid application in accordance with federal regulations

- Conduct financial aid informational presentations to special groups as needed
- Assist in the management of due dates for various federal and state reports and surveys
- Audit student files for accuracy and complete computer data entry
- Maintain proper records retention and documentation of financial aid records
- Coordinate with all departments to ensure quality assurance and goal attainment for each student
- Partner with the Department of Veteran Affairs to certify and track military education benefits based on regulation requirements

ALSCO, Laramie, WY

Customer Service Coordinator: July 2008 to October 2011

- Coordinated the flow of information within the service department, maintaining call logs and files, checking night messages, contacting personnel as appropriate, printing daily reports and arranging deliveries
- Demonstrated excellence in internal/external customer service, sales and relationship building skills
- Built relationships, communicated openly, educated customers, managed customer needs and proactively resolved concerns. Excellent verbal and written communication skills, with the ability to comprehend and follow direction
- Performed phone based communication, providing audits, up-selling opportunities, problem resolution and sales lead referral
- Ensured customer loyalty by providing outstanding customer service in a timely and efficient manner

Baymont Inn and Suites, Laramie, WY

Head Housekeeper: July 2006 to June 2008

- Partnered with suppliers of linen, cleaning materials and guest supplies (soap, shampoo, etc.)
- Negotiated supply costs, including laundry, maintenance and wages.
- Scheduled staff rotations and assigned duties, overseeing paperwork (maintenance reports, budgets and safety audits)
- Adhered strictly to rules regarding health and safety, being aware of all company-related practices and state regulations

EDUCATION

Northwest Community College, Powell, WY

Associate in Applied Science, with a specialization in Photographic Communications and Advertising

Graduation Date: May 2004