

Amanda He
City of Hope
Nominee Statement – Secretary-Elect/Secretary

I am writing to express my enthusiasm and confirm my interest in running for Secretary-Elect for NCURA Region VI. My journey began during my junior year at the University of California, Los Angeles (UCLA). I had the opportunity to work as a student worker in the Office of Extramural Funds Management (EFM), where I gained invaluable insights into post-award management. Upon graduation, I got a full-time position in the Office of Contracts and Grants Administration (OCGA), where I delved into compliance requirements for successful proposal submissions. My commitment to research administration was further solidified during my early years at OCGA when a colleague introduced an NCURA magazine to me. Attending the NCURA conference that year, I was inspired by the collaborative spirit and knowledge exchange among research administrators nationwide.

In 2016, I joined NCURA while pursuing my Master of Science in Research Administration (MRA) at Johns Hopkins University. My current NCURA involvement includes:

- Regional VI Education and Professional Development Committee (EPDC) member
- Mentor for the 2024 LeadMe Program and Mentor in Training (MINT) for the 2023 program
- 2023-2024 National Committee member of the Departmental Research Administration (DRA) Collaborate Community Working Group

Notably, the DRA Collaborate Community Working Group recently published an article regarding remote/hybrid work, revealing mixed feelings among research administrators. We have already scheduled a Lunchtime Learning session to discuss our survey data and invite nationwide leaders to participate as panelists. The event is scheduled for June 2024. I am honored to be a part of this project. More importantly, I value the volunteer opportunities NCURA offers, which allow us to engage with peers and deepen our understanding of research administration.

Our commitment to promoting a Diverse, Equitable, and Inclusive working environment is a cornerstone of our operational approach. Last August, I participated in a DE&I logo design contest. My design, featuring DNA sequencing, supporting hands, and a heart, emphasized building a culture of kindness and collaboration. Although my logo was not selected, I recognize the importance of a DE&I environment where all research administrators can thrive, contribute meaningfully, and share knowledge that positively impacts the NCURA community.

In summary, with over 15 years of experience in research administration spanning both central office and departmental roles, have equipped me with a comprehensive understanding of sponsored research project management, institutional operations, and people management. As a department leader, I have demonstrated my ability to navigate complex challenges, foster teamwork, and drive success. Participation in the Regional LeadMe program further taught me leadership skills guided by subject matter experts. I am eager to collaborate with Region VI leaders and contribute to the continued growth and excellence of NCURA Region VI and the broader community. Thank you for your support and consideration of my nomination.

Amanda He, MS, CRA
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Professional Preparation

Johns Hopkins University	Research Administration	M.S. (2020)
University of California, Los Angeles	Economics	B.A. (2008)
East Los Angeles College	Business Administration	A.A. (2006)

Certifications & Compliance Training Courses

Research Administrators Certification Council CITI Program	Certified Research Administrator (CRA) Undue Foreign Influence: Risks and Mitigations False Claims Act Compensation Reporting Good Clinical Practice (renewal in progress) Clinical Research Coordinator (in progress)
Diversity, Equity, and Inclusion (DE&I)	Part 1: Demonstration Empathy Part 2: Communicate Authentically Part 3: Embrace Positive Differences Part 4: Manage Privilege Part 5: Conscious Inclusion Journey: Act Courageously

Honors

- 2014 UCLA Staff Incentive Award
- 2014 UCLA Staff Quality Service Award

NCURA Activities

National

- 64th Annual Meeting Discussion Sessions Presenter
Presentation topics:
 - a. Utilizing SciENCv for Proposal Preparation (Lead Presenter)
 - b. Managing the Daily Workload as an Administrator (Co-Presenter)
- 66th Annual Meeting Concurrent Session Presenter (in August 2024)
Presentation topic: The RPPR Matrix - decoding and problem solving the NIH progress report system
(Co-Presenter)
- 2023-2024 National Committee member of the Departmental Research Administration Collaborate Community Working Group
- Article Publication: Pattillo, L., Gurtovnik, M., He, A.H., Keller-Tran, C., Kimes, K. (2023) Remote/Hybrid Work: Survey Reveals Research Administrators Conflicted About Pros and Cons
- Collaborate Conversations (Live June 18th, 2024, 1:00-2:30 pm EDT):
Remote/Hybrid Work: Survey Reveals Research Administrators Conflicted About Pros and Cons

Regional

- RM2022 Regional VI & VII Meeting Concurrent Session Presenter
Presentation Topic: A Witch's Brew of Cost Share Types (Lead Presenter)
- Regional VI Committee member of the Education and Professional Development Committee (EPDC)
- LeadMe Program commitment: serve as MINT/Mentor for the 2023 program & Mentor for the 2024 Program

Appointment

Oct 2021 – present	Research Business Manager, Research Business Operations (RBO), City of Hope
May 2015 – Oct 2021	Grants Manager, Division of Engineering and Applied Science (EAS), Caltech
Sep 2013 – May 2015	Research Administrator, Department of Neurology, UCLA
Apr 2013 – Sep 2013	Fund manager, Department of Neurology, UCLA
Jan 2009 – Apr 2013	Contracts and Grants Specialist, Office of Contract and Grant Administration (OCGA), UCLA
Sep 2007 – Dec 2008	Administrative Assistant I (Student Worker), Extramural Funding Management (EFM), UCLA

Professional Summary:

Compassion | Collaboration | Integrity | Leadership | Service with a Sense of Urgency | Intellectual Curiosity

Experienced Research Administrator with a demonstrated history in Sponsored Research Administration within higher education. Equipped with comprehensive knowledge of pre- and post-award management from cradle to grave for various types of awards and projects. An active National Council of University Research Administrators (NCURA) member, fostering knowledge sharing and professional growth through a robust network within the NCURA community.

Management and Leadership:

- Promote DE&I, celebrate an inclusive and collaborative work environment, and leverage team abilities to maximize performance and individual career development.
- Guide direct reports by reviewing team productivity, resolving issues, and monitoring potential areas of concern.
- Support senior management leaders in the strategic planning process.

Research Administration & Financial Management:

- Effectively supervise and mentor staff, perform contracts and grants administration, safeguard compliance requirements, and strategically utilize team members' skills and talents to achieve departmental and institutional mission and goals.
- Manage the submission of complex, multi-component proposals and oversee post-award management for various types of awards and projects.
- Develop departmental non-grant operational budgets and implement long-range financial plan analyses.
- Collaborate with PIs on handling patents, intellectual properties, and clinical trials as required.
- Contribute to Lunch and Learn presentation, initiated and coordinated Team Development Meeting Series for knowledge sharing.

Human Resources:

- Coordinate logistics of employee recruitment through Taleo and manage onboarding for faculty and staff.
- Handle non-employee services (NES) hiring and onboarding (visa requests, access, and more).
- Supervise staff, train new hires, monitor performance to create development plans, and conduct periodic performance evaluations.

Department Support:

- Oversee building and safety maintenance and other bio-safety-related services at the departmental level.
- Assist with space surveys and shared equipment walkthroughs with facilities toward F&A evaluation.
- Monitor the completion of mandatory training following compliance requirements for the department.
- Work with Department Chair, PIs, and the media team to update internal/external websites for the department and each lab.