

Sylvia Campos
City of Hope
Nominee Statement – Treasurer-Elect/Treasurer

I am thrilled at the prospect of serving as Treasurer-Elect for Region VI, confident that my qualifications align well with the demands of this role. With over 20 years of experience as a research administrator, I currently hold positions on the **NCURA Region VI DEI Committee and Marketing & Communications Committee**.

For the past 8 years, I have been a central office research administrator at the City of Hope, overseeing financial and non-financial pre and post-award research activities for over 60 researchers and their programs. A highlight of my role is managing the Cancer Center Support Grant, where I handle pre and post-award activities, analyze processes for efficiency, and establish standard operating procedures. Additionally, I provide valuable guidance to staff on policy, operational, and financial aspects of research administration.

My commitment to diversity, equity, and inclusion (DEI) initiatives is unwavering. I believe that fostering financial transparency and accountability is crucial for building trust and inclusivity within our organization. I am dedicated to ensuring that our financial practices are in line with our DEI values and am eager to collaborate with the region to promote these values across all aspects of our work.

In the role of Treasurer-Elect, I am eager to learn from the current Treasurer's experience, ensuring a smooth transition into the role of Treasurer the following year. My aim is to contribute to the financial stability and growth of our region, all while advancing our DEI efforts. I am enthusiastic about the opportunity to serve Region VI and to further our shared goals and values.

Thank you for considering my candidacy.

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Senior Grants and Contracts Administrator

Professional Development:

Cornell University, Psychology of Leadership Certificate
University of California, San Diego, Professional Certificate in Intellectual Property
University of California, Riverside, Psychology/ Law and Society, (dual) B.A.
San Diego Community College, Miramar, Administration of Justice, A.A.
San Diego Community College, Mesa, Psychology, A.A.

City of Hope, Pathways to Excellence, Leading SELF Building an Inclusive Mindset
City of Hope, Crucial Conversations – Tools for Talking When Stakes are High
NCURA, Civility in Research Administration
University of California, Riverside, Contract and Grant Workshop

Certifications:

Research Administrators Certification Council Certified Research Administrator (CRA)
Research Administrators Certification Council, Certified Pre-Award Research Administrator (CPRA)
Research Administrators Certification Council, Certified Financial Research Administrator (CFRA)
Society of Research Administrators, Research Law

Honors:

San Diego Community College, Mesa, Phi Theta Kappa Honor Society
University of California, Riverside, Psi Chi International Honor Society

Leadership:

City of Hope Research Operations Lunch and Learn Program Co-Lead, 2022-current
City of Hope Research Operations Lunch and Learn Program Lead, 2018-2022
City of Hope Research Operations Websites Co-lead, 2022
City of Hope Research Operations How-to-Videos Co-Lead, 2022
Baylor College of Medicine, CFRA Study Group Mentor, current

Diversity, Equity, and Inclusion (DE&I) Education:

City of Hope, Transforming Unconscious Bias Through Emotional Intelligence and Allyship
City of Hope, Conscious Inclusion Journey
Part 1: Demonstrating Empathy
Part 2: Communicating Authentically
Part 3: Embracing Differences
Part 4: Managing Privilege
Part 5: Acting Courageously

Projects:

Cancer Center Support Grant Administrative Supplements, Standard Operating Procedure
Faculty On-Boarding, Standard Operating Procedure
Faculty Off-Boarding, Standard Operating Procedure
FDP Carryforward Committee Member
FDP Subawards FAQ Committee Member
National Institutes of Health, Complying with the NIH Data Management and Sharing Policy
National Institutes of Health, Single IRB Policy guide
Office of Sponsored Research Website Editor
Proposal Deadline Policy
Research Operations COVID Website Editor
Research Operations Expanded Orientation

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NCURA Activities:

Diversity, Equity & Inclusion Committee Member and Website Liaison (2023/2024)
Marketing and Communications Website Editor (2023/2024)
Nominating and Elections Committee (2024)

Appointments:

Nov 2015 – present Senior Grants & Contracts Administrator, City of Hope
Mar 2009 – Nov 2015 Contracts Administrator, Loma Linda University
Apr 2005 – Mar 2009 Senior Contract & Grant Officer, University of California, Riverside
May 2000 – Apr 2005 Acquisitions Accounting Technician, San Diego Community College District

Duties:

These duties highlight the key responsibilities and skills as a **Research Administrator:**

Grant Administration: Oversee the administration of grants, including the preparation and submission of grant applications, budget justifications, and technical and financial reports.

Proposal Preparation: Assist principal investigators in the preparation of research proposals, including budgets, budget justifications, narrative development, and compilation of supporting documentation.

Proposal Review and Submission: Conduct thorough review of research proposals for accuracy and compliance before submission, ensuring all required documents are complete and meet sponsor guidelines.

Compliance Management: Ensure all research activities comply with institutional policies, sponsor requirements, and federal regulations, mitigating risks and maintaining high standards of integrity.

Collaboration: Collaborate with principal investigators, finance departments, and funding agencies to streamline administrative processes, enhancing the efficiency and effectiveness of research operations.

Training and Support: Provide training and support to research staff on compliance requirements, budgeting procedures, and proposal preparation to ensure a consistent and informed approach across all projects.

These duties highlight the key responsibilities and skills as an **Acquisition Technician:**

Procurement Management: Coordinated the procurement of goods and services, ensuring timely and cost-effective acquisition to meet project and organizational needs.

Vendor Relations: Developed and maintained strong relationships with vendors and suppliers, negotiating contracts and terms to secure favorable pricing and delivery schedules.

Purchase Order Processing: Generated and processed purchase orders, ensuring accuracy and compliance with company policies and procedures.

Documentation and Record-Keeping: Maintained detailed records of procurement activities, including purchase orders, invoices, and delivery receipts, ensuring accuracy and accessibility for auditing purposes.

Compliance Assurance: Ensured all procurement activities complied with organizational policies, industry standards, and regulatory requirements.

Budget Management: Assisted in the development and management of procurement budgets, tracking expenditures and identifying cost-saving opportunities.

Market Research: Conducted market research to identify potential suppliers and assess product quality, pricing, and availability.

Problem Resolution: Addressed and resolved procurement issues, such as delivery delays, discrepancies, and vendor disputes, to ensure continuous project progress.

Reporting: Prepared regular reports on procurement activities, providing insights and recommendations to management for improving efficiency and cost-effectiveness.