

**Sylvia Campos**

**City of Hope**

**Candidate Statement – Region VI Secretary**

I was excited to see this opportunity and I am interested in serving as NCURA's next Region VI Secretary-Elect. I have been a Research Administrator for over 22 years, pre-and post-award. I also Co-lead the Lunch & Learn Program at City of Hope, where we organize, create, and present various research administration topics (e.g., D.E. & I., clinical trials, compliance, clinical billing, multi-component applications, NIH Data Management & Sharing policy, sponsor updates). To date, we have held twenty-seven sessions.

D.E.& I. Experience: I currently serve as a committee member on NCURA's Region VI D.E. & I Committee. I am also a member of the following Employee Resource Groups (ERG) at my institution; Asian Pacific Community, Connecting People of African Decent for Hope, Hands of Hope, Indigenous People Alliance, Latinos for Hope, Pride in the City, and Women's Professional Network. As a member of the ERGs, we hold various events to educate, promote and encourage D. E. & I. at City of Hope. In addition, I am the designated D.E. & I. spokesperson on my team, where I provide updates of upcoming events, available trainings, and answer questions.

My passion is to promote, by example, fair and respectful treatment for everyone, regardless of one's gender, race, ethnicity, age, religion, social class, sexual orientation, marital status, abilities, personality, functional experience, or background. My goal is to infuse D.E.& I. into my workplace, the research community, and personal life.



# Sylvia Campos

SR. GRANTS & CONTRACTS  
ADMINISTRATOR

## Details

619-246-2699  
scampos@coh.org

## Skills

Ability to Work Under Pressure

Ability to Work in a Team

Communication Skills

Leadership Skills

Customer Service

Effective Time Management

## Languages

Spanish

English

## Profile

Highly skilled and knowledgeable Research Administrator, bringing 22 years of expertise and experience overseeing federal/non-federal grants and contracts. Adept in providing leadership and effective management that results in quality proposals and contracts. Committed to supporting the development of key strategic processes that result in the best cradled-to-grave research project management.

## Employment History

### Sr. Grants & Contracts Administrator at City of Hope, Duarte

NOVEMBER 2015 - CURRENT

- Provide expert guidance on research administration matters to faculty, research administrators, external colleagues, and sponsor personnel.
- Lead efforts to develop and improve business processes, procedures and policies pertaining to research administration. (e.g., Proposal Deadline Policy, Website Governance Guide, NIH Data Sharing & Management)
- In partnership with other offices, facilitate proposal preparation for large, complex applications. (e.g., P30 CCSG, multi-component)
- Clarify, interpret, and disseminate information related to sponsored programs to colleagues with varying knowledge and experience related to grants and contracts. (e.g., Lead the Lunch & Learn Program)
- Coordinate staff, systems, and business processes related to the review and submission of sponsored proposals, negotiation and execution of agreements, creation of sponsored accounts and other related activities.

### Contract Analyst at Loma Linda University, Loma Linda

JUNE 2009 — NOVEMBER 2015

- Provided expert guidance on research administration matters to faculty, research administrators, external colleagues, and sponsor personnel.
- Lead efforts to develop and improve business processes, procedures and policies pertaining to research contract administration.
- In partnership with other offices, facilitated provision reviews, negotiations, and execution of various contracts. (e.g., federal, state, sub-award, consultant, IP, DUA, MTA)
- Clarified, interpreted, and disseminated information related to sponsored programs to colleagues with varying knowledge and experience related to grants and contracts.
- Coordinated staff, systems, and business processes related to the review and submission of sponsored proposals, negotiation and execution of agreements, creation of sponsored accounts and other related activities.

### Sr. Contracts & Grants Officer at The Regents of the University of California, Riverside, Riverside

MAY 2005 — JUNE 2009

To avoid duplication, same responsibilities as described above.

## Education

**Psychology of Leadership Professional Certificate**, eCornell – Currently enrolled

**Intellectual Property/Law Certificate**, The Regents of the University of California, San Diego

**B.A. in Psychology / Law & Society**, The Regents of the University of California, Riverside, Riverside

JUNE 2005

International Honor Society Psi Chi

**A.A.: Administration of Justice, San Diego Miramar College, San Diego**

Dean's List

**AA: Psychology, San Diego Mesa College**

Dean's List

### **Extra-curricular activities**

NCURA Region VI DE&I Committee Member

NCURA Region VI Marketing & Communications Committee Member

### **Professional Certifications**

Certified Research Administrator (CRA)

Certified Pre-Award Research Administrator (CPRA)

SRAI: Research Law Certificate