

Matt Michener

Washington State University

Candidate Statement – Region VI Chair

I've been a large contributor to NCURA for six years as a committee member for the region on DEI and EPDC. Presented at numerous conferences. Been on three conference planning committees. And am the co-chair for Lead Me. I believe the officer position is the next logical step in my NCURA involvement and provides me with another chance to help mentor future leaders for our region and NCURA as a whole. It is important that all are represented in the realm of research and research administration no matter their background and/or identity. Throughout the years, I've been blessed to work with, lead, and supervise, colleagues from varying nationalities, ages, and beliefs. In my current position as Associate Director of the Washington State University (WSU) central pre-award proposal submission and award negotiation team, I've increased my exposure to these different groups because of WSU's diverse faculty and research activities. I'm a firm believer that each individual brings a uniqueness to the workplace that can better our teams and institutions as a whole. I look forward to contributing in our quest to find ways to advance DEI initiatives for all of us as a professional organization, at our respective regions and institutions, and beyond.

MATTHEW MICHENER

Professional Experience

Grant and Contract Associate Director, January 2023 – Present

Office of Research Support and Operations (ORSO), Washington State University (WSU),

- Direct the WSU ORSO proposal and award team, and the contracts and subaward team.
- Oversee a growing portfolio of proposal and award activities.
- Ensure proposals for all WSU campuses are triaged and submitted according to guidelines and within deadlines.
- Oversee and direct the review and preparation of sponsored project agreements, negotiation of awards, large federal awards, and preparation of reports.
- Direct the recruitment, hiring and supervision of staff within the program. Responsible for fiscal planning and budget control of the Proposal and Award Processing Core Program.
- Subject matter expert on issues related to sponsored program activities at the university and provides campus-wide training activities to further enhance the profile and impact of ORSO across the entire university community.
- Represent the Associate Vice President when delegated.

Grant and Contract Assistant Director, December 2018 – December 2022

Office of Research Support and Operations, Washington State University,

- Manage all activities of the Proposal and Award Processing Core Program within the office.
- Oversee and direct the review and preparation of sponsored project agreements, negotiation of awards, and preparation of reports.
- Manage the recruitment, hiring and supervision of staff within the program.
- Responsible for interpretation and implementation of university guidelines on application of federal, state, and other sponsor regulations regarding grant and contract budget proposals university-wide.
- Review and approve documentation for submission to funding agencies to substantiate requested budget amounts.
- Manage the review of contracts noting irregular items or items conflicting with university policies.
- Direct and oversee the review and negotiation of terms and conditions allowing acceptance of awards.
- Manage the preparation of contracts/subcontracts for execution between the university and external businesses, universities, governments and organizations.

Grant and Contract Coordinator Lead, November 2014 – December 2018

Office of Research Support and Operations, Washington State University,

- Review and submit proposals to a wide range of funders including, but not limited to, federal and state agencies, foundations, and industry.
- Negotiate and process awards and contracts to comply with federal, state, and local laws.
- Lead multiple sessions in the WSU Research Administration Series for WSU employees statewide.
- Stay current with Federal, State, and WSU policies and laws. Disseminate changes and updates to the WSU research community.
- Oversee budget certification for WSU research administrators statewide.
- Present how-to sessions on a variety of research administration topics to WSU colleges and departments, at regional conferences, and to partner universities.

Fiscal Management Assistant, August 2014 - November 2014

Office of the President, University of Idaho

- Provide high level administrative support to the President, Executive Assistant to the President, Executive Assistant to the President and Executive Director for Planning and Budget.
- Manage fiscal and budget components of President's Office, including fiscal, travel, and personnel, as well as monitoring, forecasting, and advising regarding use of funds.
- Generate financial/budgetary scenarios and strategies for problem resolution.
- Exercise independent judgment and initiative to interpret and apply university regulations and policies.
- Research fiscal requests and drafting related correspondence.
- Serve as knowledge expert in fiscal and personnel rules, policies, and processes.
- Serve as affirmative action coordinator for units reporting to the President's Office.

- Participating in short-and long-range planning activities, decisions, and procedures.

Financial Technician, September 2012 – August 2014

Office of Research and Economic Development, University of Idaho

- Process a wide range of financial documents associated with state and federal grant budgets.
- Run and analyze a wide variety of financial reports.
- Serve as Department Property Administrator for annual property inventory.
- Make travel and meeting arrangements for departmental staff and process the resulting expenses.
- Assist staff in entering job searches into PeopleAdmin.
- Serve as the Affirmative Action Coordinator for the department.
- Attend regular meetings on campus as a representative of the Office of Research and Economic Development.

Education

Bachelor of Science in Business, Information Systems- University of Idaho, Moscow ID ▪ 2003

Awards and Honors

2017-2018 National Council of University Research Administrators (NCURA) Magazine e-Xtra Editor, 2018 WSU Grant and Contract Administrator Service Award;

Presentations and Volunteering

- NCURA Region 6 & 7 Regional meeting, November 2022, Tucson “Successfully Managing Dr. Dracula’s Internationally-based Transylvania Research Project Co-Presenters: Zach Gill, Oregon State University; Tim Mhyre, University of Washington; Erin-Kae Rice, Washington State University; Casey St.Clair, University of Washington.
- NCURA Region 6 & 7 Regional meeting, November 2022, Tucson “Not every witch lives in Salem: Double, double toil and trouble; hire, churn and remote work struggle”: A discussion group about how to effectively hire, onboard and successfully integrate a remote workforce. Co-Presenter: Jenny Gallaher, University of California, San Francisco.
- NCURA 64th Annual Meeting, August 2022, Washington, DC “Developing Successful Tools and Strategies for Leading a Pre-Award Team” Co-Presenter: Megan Vu, University of California, Irvine.
- NCURA 64th Annual Meeting, August 2022, Washington, DC “Developing Your Team and Their Career Path” Co-Presenter: Jason Park, University of California, Irvine.
- NCURA PRA, March 2022, New Orleans “Managing NIH and DOD Awards: A Cradle to Grave Approach. Co-Presenter: Geraldine Pierre, Sponsored Programs Consultant.
- NCURA PRA, March 2022, New Orleans “Working Together for a Better Future: Co-Presenter: Jason Park, University of California, Irvine.
- NCURA 63rd Annual Meeting, August 2021 Regional 6 Happy Hour table co-host.
- NCURA PRA, March 2019, Las Vegas “ezFedGrants: Exploring the Newest USDA Online System.” Co-Presenters: Tracey Trujillo, Colorado State University; Zach Gill, Oregon State University.
- University of Idaho, April 2019 “ezFedGrants: Exploring the Newest USDA Online System.”
- Reoccurring fall and spring semester WSU Research Administration Series trainings.
- 2017-2018 NCURA Magazine e-Xtra Editor.

Publications

NCURA Magazine, Volume 53, No. 3, “Reconnecting the Pre- and Post-Award Offices: Working Together for a Better Future.”

Committees

2021-22 NCURA Region VI Diversity, Equity, and Inclusion inaugural committee member.

2021 NCURA Regional 6 & 7 Lead Me Graduate.

2022-23 Lead Me Region 6 & 7 Co-chair.

2022-23 NCURA Region 6 Education and Professional Development Committee member.

2022-23 NCURA Regional 6 & 7 Regional Meeting Planning Committee member.

2023 NCURA Annual Meeting 65 Planning Committee and Conference Travel Award Committee member.