

**Jason Park**  
**University of California, Irvine**  
**Candidate Statement – Region VI Chair-elect**

I have been given amazing opportunities to learn and grow as a research administrator to not only help researchers but my colleagues as well. My journey has led me to my current leadership role overseeing both the Pre and Post-award operations for the School of Biological Sciences, where I was afforded the opportunity to teach and mentor others. The diversity in our office is our greatest strength and asset. We have a diverse background and everyone is in different stages of their lives. Not everyone has had the supportive culture which enabled them to thrive and that is the first thing I worked tirelessly to change. Throughout this experience, I myself learned to encourage and give everyone the opportunity for growth and take on new challenges. Even when I think they are not ready, I become part of their research administrator journey by helping them discover their talents and strengths. Being left out and not given a chance comes from a stigma that we all inherently have. We must relentlessly work to make sure such bias and narrowminded thinking does not let it skew how we see each other and ourselves.

As someone who did not know what NCURA was up until 7 years ago and took the initiative to attend the first NCURA conference after 10 years of being a research administrator, I feel that I missed out on the many years of amazing opportunities to learn and network with colleagues across the country. I was never encouraged or invited to a meeting. At the time, I was managing the centralization of Pre-Awards and was looking for a workshop where I can learn how to set up the infrastructure. This is when I found the PRA/FRA meeting. It started from this meeting and led me to presenting at other conferences and networking with countless colleagues who have made an enormous impact upon my career. This also led me to participating in the LeadMe program where I have been a graduated mentee, a MINT and currently have the honor of serving as a Mentor. The LeadMe program redefined and taught me what it is to be a leader. As a leader, we must be colorblind and level the playing field so that everyone can have the same opportunity. The NCURA experience has not only opened my eyes but my perspective and way of thinking. I am seeing the untapped potential in others. I have learned to approach things at different angles in challenging myself and others to learn and grow. With this growth, I am committed to giving others the opportunities that I was not afforded so they can see that there is more to our line of work than forms and spreadsheets. Diversity is key in our community because it is the unique viewpoints of many that helps us evolve. It is paramount that everyone is treated equally because we cannot move forward if anyone is left behind. If given the opportunity to serve Region VI, I am fully committed to providing more opportunities for first time conference attendees and to work with leaders of our Region VI to foster transformative career development and educational programs.

# Jason Park

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Irvine, CA 92697

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E-mail: [jpark@uci.edu](mailto:jpark@uci.edu)

## Work experience

February 2021 – Present      University of California, Irvine      Irvine, CA  
School of Biological Sciences, Office of the Dean

### **Director, Contracts and Grants** - Research Administration and Development

Provides high quality support and customer service to faculty, staff and central campus administration with regard to contracts and grants management functions in the School of Biological Sciences. Oversee the centralization of post-award operations for the School. Provides recommendations to the Dean's office regarding approval and risk assessment. Meet and consult regularly with faculty and contracts and grants staff to discuss research administration policies, procedures and issues. Ensure staff possess current, expert knowledge of applicable federal regulations, laws, state statutes, UC policies and procedures, and ORA policies and procedures as they relate to the management and administration of sponsored projects. Main Contract and Grant resource and liaison with other central units on campus and sponsors for the assigned Department.

June 2018 – Jan 2021      University of California, Irvine      Irvine, CA  
School of Biological Sciences, Office of the Dean

### Pre-Awards Manager

Primary Pre-award administrator for the School of Biological Sciences overseeing 4 department and 3 school centers. Oversee the centralization of pre-award operations for the School. Provide oversight of the preparation, review, analysis, implementation, and operational aspects of all pre-award extramural grant activities for an academic school with extramural awards of approximately \$80 million annually. Manage the complexity of competing demands contract and grant administration for over 150 individual PIs. Advise faculty and post award administrators on all pre and post award activity regarding progress, final/closeout and financial reporting to ensure compliance. Supervise the Pre-Awards team, setting team goals and objectives, implement efficiencies and new, creative approaches where necessary to address increases in workload volume or complexity.

May 2017- May 2018      University of California, Irvine      Irvine, CA  
School of Biological Sciences, Office of the Dean

### Senior Pre-Awards Analyst

Primary Pre-award administrator for the Department of Neurobiology and Behavior and back up to 2 other Departments. Prepare and submit all proposals (60+ per year). Report to Pre- Awards Manager and Associate Dean for Research and advise on the extramural award activity of the assigned Department and other PIs. Advise faculty on all pre and post award activity regarding progress and financial reporting. Interpret and provide guidelines for research proposals and research terms and conditions for awarded projects. Assist with JIT and other post -submission items Consult and Advise on over 60 + active extramural awards regarding financial reporting and compliance for assigned Department. Main Contract and Grants resource and liaison with other central units on campus and sponsors for the assigned Department.

Apr 2013-Apr 2017      University of California, Irvine      Irvine, CA  
Department of Neurobiology and Behavior

### Senior Finance Analyst / Supervisor

Manage all Department fiscal operations for Faculty and Extramural accounts.

Report to Department administrator and Chair and advise on fiscal status and extramural award activity of the Department. Advise faculty on all pre and post award activity. Interpret and provide guidelines for research proposals and research terms and conditions for awarded projects. Sole Pre-award administrator for the Department, Post award administrator for 55 + active extramural awards. Oversee purchasing record retention and reconciliation of all accounts. Main accounting resource and liaison with other central units on campus. Interpret and implement compliance procedures for Department with established Federal guidelines, private sponsor agreement terms, and UCOP policy. Make recommendations and implement procedures to improve Department financial and administrative operations.

Oct 2011- Apr 2013            University of California, Irvine            Irvine, CA

Integrated Nanosystems Research Facility

Senior Financial Analyst / Assistant Facility Administrator

Manage all pre and post award activities for the department, reviewer for PAL Card transactions, reconcile extramural expenses monthly, provide monthly PI reports, manage sales and service accounts, oversee Sales & Service activity of the facility and other recharge billing, administer all gift processing.

**Education**

1997

University of Washington

Seattle, WA

B.S.

Molecular and Cellular Biology