

Samantha Aleshire
University of California, San Diego
Candidate Statement – Region VI National Board Member

I am interested in the position of Region VI Board of Directors representative as I want to be involved in guiding NCURA into the future. I will be able to come into the position with open eyes and open ideas. I am not afraid to ask questions about different standing committees and the purpose behind them and if their purpose needs to be updated to match the direction NCURA would like to go.

The previous NCURA Region VI positions I held were, Treasurer, Volunteer Committee, and Elections Committee. Each position has taught me something different about our region's members and non-members. The treasurer position taught me that one year was not enough time to fully grasp the regional needs financially, and worked with Region VI Chair and committee to change the time from one year to two years to be able to fully understand the financials of the region. This also brought the region into the same number of service years as other NCURA regions. The volunteer committee helped me to see how many different ways members can support their region, from building templates, creating and updating NCURA apps, and providing social media expertise. The elections committee has taught me how many humble members we have, people that may not see themselves as leaders but others see it and bring it to light.

I have worked in Research Administration, and as a member of NCURA for 14 years. In that 14 years I have learned a lot from attending regional and national meetings, workshops and online presentations. I have presented at both regional and national meetings. I have also presented information for non-research administration personal. I believe that NCURA is a place to learn, network, and ask a ton of questions. I have found when I ask questions, it is not just "my" institution that may be having that problem, but many institutions, and I get feedback as to what can be done to solve the problem.

Thank you for your time and consideration for the Region VI Board of Directors position.

Samantha Aleshire

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EDUCATION

University of Alaska Fairbanks (UAF), Fairbanks Alaska

- B.B.A. in Accounting

The George Washington University

- Master's Certificate in Government Contracting (GWCCM)

Principal Contract & Grant Officer, Office of Contract & Grants Administration

University of California, San Diego

2022-present

Government and Service Agreements Management

- Negotiates terms and conditions of highly complex research grant, contract and subcontract proposals and awards from various sponsors.
- Review Research Contracts, Multi-Party Agreements, Investigator-Initiated Clinical Trials, and other agreements prepared or proposed by sponsors.
- Provides guidance and counsel on wide variety of highly complex research administration matters to principal investigators, senior departmental administrators and less experienced department staff.
- Maintains professional relationships with sponsor representatives. Deliver specialized training and / or develops content for education workshops in the area of research administration.

Principal Grants & Contracts Management Officer, Office of Grants & Contracts Administration

University of Alaska Fairbanks (UAF) – Fairbanks Alaska

2015-present

Pre and Post Award and Agreement Negotiation and Administration

- Review and negotiate Contracts, Grants, Cooperative Agreements, MOU, and MOA.
- On behalf of UAF, accept/execute awards, including contracts/subcontracts from for-profit, state and local government sponsors within delegated authority.
- Prepare/negotiate terms and conditions with collaborating parties (to include legal department) under UAF prime awards, including contracts and subcontracts from for-profit, state and local government sponsors.
- Communicate with and advise concerned parties of their responsibilities in meeting special or unusual award requirements and disseminate award information to the campus.
- Interpret sponsor approval requirements, policies, Federal regulations, state statutes and University policy related to the management and administration of extramural awards.
- Review and endorse correspondence to sponsors and serves as the primary liaison between the University and extramural sponsors.
- Keep all online sites up to date (SAM.gov, Dunn & BradStreet, FDP Clearinghouse, Invoicing platforms)
- Effort Reporting (Compliance, printing in the financial system, training, & auditing).

Training and Outreach Activities

- As part of the OGCA Executive Management Team, participate in the planning, development and delivery of research administration training to UAF faculty and staff.
- Participate as an expert instructor in the delivery of campus-wide training in research administration.
- Identify and coordinate team internal and external (federal regulations, laws, state statutes) training needs.

Grant Management Officer, Office of Grants & Contracts Administration

University of Alaska Fairbanks, Alaska

2012-2015

- Review and negotiate Contracts, Grants, Cooperative Agreements, MOU, and MOA.
- Keep all online sites up to date (SAMs, Dunn & BradStreet).
- Effort Reporting (Compliance, printing, training, & auditing).
- Intra and inter department training.
- Review all outgoing subawards for Procurement and Contract Services, verifies reporting requirements, FFATA, scope of work and budget.
- Provided guidance and back up to OGCA Analysts.

PROFESSIONAL ACTIVITIES

Certificates

- Master's Certificate in Government Contracting – ESI
- Associate's Certificate in Contract Management – ESI
- Certified Research Administrator (CRA)

Professional Affiliations

- National Council of University Research Administrators (NCURA)

Professional Activities

- NCURA Region VI – Nominating and Elections Committee 2020 - Current
- NCURA Volunteer Committee 2014 - 2017
- NCURA Region VI Treasurer 2015

Publications

- "Conducting Business in a Newly Integrated Office: A Transactional Process Improvement Approach" NCURA Magazine, Volume XLVII, NO.1, Jan/Feb 2015, Rosemary Madnick, Andrew Gray and Samantha Aleshire
- "Tips for New and Seasoned Research Administrators in An Evolving Research Environment" NCURA Magazine, Volume XLVIII, NO. 3, May/June 2016, Kim Frazer and Samantha Aleshire
- "Reaping the Rewards of Stellar Collaborations" NCURA Magazine, Volume XLVIII, NO. 5, Oct/Nov 2016, Sarah Browngoetz, Patti Carey & Samantha Aleshire

Presentations

- NCURA Regional Meeting 2014, "Are you a Good Steward of your Sponsored Research Dollars?" - Co-Presenter
- NCURA Regional Meeting 2014, "Central and Department Together: Bridging the Gap" - Panelist
- NCURA Regional Meeting 2015, "Ramp it up, Wrap it up: Tools for Account Establishment and Closeout" – Co-Presenter
- NCURA Regional Meeting 2017 – Discussion Group, "International Difference in IP and Publications" - Presenter
- NCURA Regional Meeting 2019, "Bigfoot, Jackalopes & Cost Share, Oh My! Uncovering the Mystery of Cost Share Part 1 and Part 2" - Co-Presenter
- NCURA National Meeting 2020, "Keep Calm and Ninja On" Sarah Browngoetz, Tapiana Wray, & Samantha Aleshire, University
- University of Alaska Fairbanks G-CReATE, "Effort Certification" – Presenter