

Jaclyn Lucas
Beckman Research Institute of the City of Hope
Candidate Statement – Region VI Chair

I joined Region VI nearly three years ago upon accepting the position of Director of the Office of Sponsored Research at the Beckman Research Institute of the City of Hope (COH) in southern California. In this role, I lead the central pre-award and non-financial post-award activities for COH. Previously, I was a member of Region I while working at Brigham and Women's Hospital and Harvard University. With my cross-country move, I was eager to grow my contacts in the area, and thus became an active participant in Region VI activities. I prioritized attending the Regional meetings in Billings and Seattle over other meetings so I could truly immerse myself in the region. I was a presenter at the Billings meeting, and – feeling hugely enthusiastic about my new region – I joined the Program Committee for Seattle, serving as a Pre-Award Track Lead and presenting in two sessions. This year, I am reprising my role on the Program Committee, though I will be on maternity leave for the actual meeting in November (and, very sad to be missing the regional meeting this year!). Through my candidacy as Region VI Chair, I am hoping to further my engagement and give back to the region which has made me feel at home in just a few short years.

I have a wide breadth of experience in research administration, having worked in the field for over 10 years, both in the central office and departmental positions, at four different institutions including both hospital and university settings. I've been fortunate to attend and present at NCURA regional meetings (in Region I and Region VI) as well as National meetings and PRA. All this is to say I am familiar with NCURA and its members, and am able to represent a multitude of voices and needs. For those of you who know me, or have been in a session with me, you have likely heard my voice – I am always willing to share my experiences and ask a lot of questions, as well as listen to others. One of the best parts of NCURA (especially at the regional level) is the way in which we learn from each other, and I am committed to keeping knowledge-sharing at the forefront of our Region VI activities.

2020 has presented some unique challenges in terms of meeting, learning, and networking in the face of COVID-19 and social distancing requirements. Despite these challenges, I am committed to promoting these activities in the region, albeit with a different look and feel. COVID-19 has challenged us all to be creative. At COH, I lead a Lunch and Learn training program focused on various research administration topics, which began in March. We hold training sessions once a month for 100-150 attendees, all 100% online. I've learned a lot about distance learning and how to engage participants from afar. We've tried a number of tactics such as live polling, Q&A, and even a post-session "after party" on Zoom. I will carry the lessons learned in this program, as well as from my other experiences, to ensure NCURA continues to be as (or even more) engaging for its members in this "new normal" setting.

I am enthusiastic about taking on a leadership role and would be thrilled to represent this Region as its Chair. Thank you for considering my candidacy as I look to further my involvement with NCURA Region VI.

PRESENTATIONS & SERVICE

NCURA Region VI/VII Program Committee/Pre-Award Track Lead	2019-present
Federal Demonstration Partnership (FDP) Subawards Committee Member	2018-present
Presenter, NCURA Pre-Award Research Administrators (PRA) Meeting “Using the Federal Audit Clearinghouse (FAC) Data to Improve Efficiency in Subrecipient Monitoring”	March 2020 San Juan, PR
Presenter, NCURA Region VI/VII Meeting “NIH Single IRB Requirements: Guidance for the Pre-Award Stage” “SBIR/STTR Discussion Group”	October 2019 Seattle, WA
Presenter, NCURA Region VI/VII Meeting “Cowboy Wisdom: Lassoing the Biosketch and Other Support”	October 2018 Billings, MT
Presenter, NCURA 58th Annual Meeting “International Workshop – Non-U.S. Institutions Pursuing/Managing U.S. Funding”	August 2016 Washington, DC
Presenter, NCURA Region I Meeting “First-Rate Fund Monitoring for Department Administrators”	May 2014 Portland, ME

EXPERIENCE

Director, Office of Sponsored Research (OSR) **August 2017 – present**
Beckman Research Institute of the City of Hope **Duarte, CA**

- Lead the Office of Sponsored Research in all pre-award and non-financial post-award functions for a research portfolio of over \$100M annually. Manage team of four Senior Grants and Contracts Officers and one Subawards Administrator.
- Provide sponsored research updates to research faculty, department administrators, and other stakeholders through faculty forums, department meetings, and email.
- Wrote and updated several institutional policies including Cost Sharing, Principal Investigator (PI) Eligibility, Purchasing (to include Uniform Guidance procurement standards), and Award Closeout.
- Designed and implemented a Lunch and Learn Program incorporating participants from across the Research Operations enterprise (over 300 employees). Monthly sessions include Research Administration Systems, Cradle to Grave Grants Management, Clinical Trials 101, and others.

Sponsored Programs Officer, Office for Sponsored Programs (OSP) **February 2016 – August 2017**
Harvard University **Cambridge, MA**

- Serve as an Authorized Business Official for the President and Fellows of Harvard College. Provide final review and signature for outgoing grant proposals. Furnish expert guidance and support to OSP Pre-Award team in areas including interpreting proposal guidelines and award terms and conditions, maintaining institutional policy, and communicating with sponsors.
- Provide full range of pre-award and a wide array of post-award services to an individual portfolio including the Harvard Center for AIDS Research (CFAR), Harvard Graduate School of Education, and the Wyss Institute for Biologically Inspired Engineering.
- Contribute to the development of institutional policies and standard operating procedures including institutional cost sharing policy, outgoing subagreement process, Provost review process, and standard practice for IRB review and fund setup.
- Trained over 100 Harvard staff in Oracle Business Intelligence (OBI) Grant Management reporting as part of a Harvard-wide Modernization of Financial Reporting initiative.

Senior Finance Manager, Department of Medicine, Division of Infectious Diseases **January 2012 – January 2016**
Brigham and Women’s Hospital **Boston, MA**

- Responsible for all aspects of grant administration for \$20M annual research portfolio and 40 faculty investigators. Served as primary point of contact for all research-related requests for the ID Division.
- Represented the Division in BWH/Partners HealthCare research-related committees and initiatives. Met with ID Division Chief weekly and as needed to provide regular updates on research activity within the Division. Presented important updates to faculty and staff in meetings and via email.
- Supervised team of 2-4 additional Research Administrators. Oversaw the work of and provided guidance and mentorship to all members of the ID research team. Met with staff individually at least weekly and led monthly team meetings.
- Managed individual portfolio of 20 investigators including all pre-award and post-award functions.

**Finance Manager, Department of Medicine, Division of Infectious Diseases
Brigham and Women's Hospital**

**February 2009 – December 2011
Cambridge, MA**

- Managed all financial and administrative aspects of the pre-award process for 15 principal investigators (PIs). Reviewed proposal guidelines and liaised between PIs and the Partners Research Management office for proposal submission.
- Fulfilled all post-award grant responsibilities including progress reports, financial status reports, carry forward requests, no-cost extension requests, and award closeout. Performed monthly account monitoring and processed cost transfers and salary source distribution changes as needed. Completed biannual effort certification reports for professional staff.
- Managed day-to-day activities of research lab including biweekly lab supply ordering, purchase orders, and equipment maintenance agreements. Invoiced end users for core services provided by the lab. Compiled documentation for onboarding postdocs and other research staff.

**Financial Analyst, Office of the Dean
Mount Sinai School of Medicine**

**July 2007 – February 2009
New York, NY**

- Served as Budget Director to provide support to 50 Department Administrators in preparing their annual budget proposals. Responsible for budget of \$7M in annual expenses in the Dean's Office.
- Monitored financial performance of the Master programs in Public Health, Clinical Research, and Genetics Counseling. Implemented an institutional mechanism for compensating faculty teaching effort in the Master programs.
- Provided financial support to new and developing School centers including the Cancer Institute, Office of Clinical Research, and the Mount Sinai Journal of Medicine.

EDUCATION

**CRA (Certified Research Administrator), Research Administrators Certification Council
M.S. Management (Specialization: Research Administration), Emmanuel College, Boston, MA
B.A. Economics, Boston College, Chestnut Hill, MA**

**June 2014 (renewed 2019)
May 2013
May 2005**

SKILLS

Software Experience: InfoEd, Harvard Grants Management Application Suite (GMAS), PeopleSoft, Oracle Business Intelligence (OBI), Insight, Kronos. Expert skill level in Microsoft Excel; Proficiency in Word, PowerPoint, Outlook, and Adobe Acrobat.