

Diana Stephens
University of California, Irvine
Candidate Statement – Region VI Secretary-elect

I have had the wonderful opportunity of serving Region VI in several voluntary positions over the past 10 years. Through my involvement in the LeadMe Program, the website committee and presenting at the national conference, I have had the privilege of networking and collaborating with research administrators across the nation. I am interested in continuing to serve the NCURA Region VI as the Secretary Elect.

I have worked in research administration for over 10 years. Much of my experience has been in developing programs and supporting the growth of an NIH funded research center, and the collaborative environment of NCURA has been crucial to my success in this realm. I feel the organizational and communication skills that I have developed over this time will have a positive impact on the region.

Thank you for your consideration!

Diana Stephens, MBA, PMP, CRA

E d u c a t i o n D i r e c t o r

C O N T A C T I N F O R M A T I O N



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E D U C A T I O N

Master in Business Administration

Emphasis in Health Care Administration

University of California, Irvine

2013-2015

Bachelor of Arts

Law and Society

Anthropology

University of California, Santa Barbara

2002-2006

C E R T I F I C A T I O N

Lean Six Sigma Black Belt Certification

University of California, San Diego

February 2021

Project Management Professional Certification

Professional Management Inst.

2019

Lean Six Sigma Green Belt Certification

University of California, Irvine

2015

Certified Research Administrator

Research Administrators Certification Council

2014

A B O U T M E

Administrator with 10 years of experience in higher education administration with expertise in good governance and effective, efficient project management and improvement. Experience managing large scale complex projects from planning to closing. Highly skilled in strategic planning, project improvement and managing cross-functional teams to achieve desired goals.

E X P E R I E N C E

Education Director

UC Irvine | Institute for Clinical and Translational Science | Jan-2019-Present

Oversee the ICTS Education Unit providing support to the Center's overall operations and manages the activities of the Education Unit. Collaborate with executive-level representatives of Schools and Centers across campus to develop, implement, and maintain strategic initiatives that support research training and growth.

Center Operations

- Provide input and administer execution of strategic planning efforts for all the programs of the ICTS and align goals of the Education Unit
- Aid in center-wide budget development and maintenance of federal and non-federal funds totaling \$10 million annually
- Develop, monitor, and adhere to the federal grant training budget of \$1,000,000 per year
- Monitor UCI accounts and funds to ensure all expenditures meet University and federal regulations
- Provide expense reporting to the ICTS executive committee
- Develop and present budget projections to internal and external advisory committees
- Hire, train, and supervise ICTS Education Team staff
 - Develop individual and team goals and metrics
 - Implement and utilize online tools to increase efficiency of activity monitoring, support, and reporting
- Advise faculty in complex Salary negotiations including Health Science Compensation Plan and Negotiated Salary Trial Program
- Support center-wide hiring activities
- Implement process improvement projects to improve outcomes efficiencies across the Center
 - Improve efficiencies for ICTS/ Center for Clinical Research clinical and lab research resource application
- Contribute to programmatic changes resulting in increased satisfaction of clinical research participants

EXPERIENCE CONTINUED

Education Director (cont.)

Education Management

- Manage multiple projects simultaneously; ensure projects remain within projected budgets and effectively complete milestones Supervise development, approval & execution of four new Medical School Electives approved by curricular affairs office and CEP; 30% of eligible medical students enrolled
 - Successfully acquired external NIH t-35 grant funding to support 8 medical students with a summer stipend
- Collaborate with School of Medicine Executive Leadership to support research training for medical students, fellows, residents, and junior faculty
- Independently manage multi-disciplinary faculty team in the development of in-person training modules available to graduate/post-doctoral students, and junior faculty
- Maintain NIH-funded training programs and expand offerings based on faculty need
- Facilitate NIH grant submissions
 - Development of training webinars and library of successful grants
 - Provide one-on-one support for grant development and submissions
- Provide faculty with support in developing and maintaining Human Subjects Protections Approval (IRB)
- Represent ICTS in national endeavors, developing relationships, and programs across multiple universities

Program Manager

UC Irvine | Institute for Clinical and Translational Science | 2014-2018

Managed programmatic expansion of the ICTS Education Unit resulting in a 45% growth through the expansion of grant funding and the development of programmatic pipeline.

- Independently managed internal grant award process including:
 - Creation and maintenance of review process and reviewer database
 - Development of reports of research progress to ICTS administration and national committees
 - Tracking projects to ensure compliance with University and NIH polices
- Administrated ICTS NIH K Scholars and NSRA T Trainees programing
- Participated in renewal of ICTS funding expanding funding from 5 funded scholars and trainees to 14
- Worked with external groups to increase funding for Pilot awards through matching funds

Research Manager

UC Irvine | Institute for Clinical and Translational Science | 2011-2014

Formalized the ICTS grant program procedures. Participated in the development of systematic tracking and evaluation to ensure program success.

- Managed ICTS Pilot Grant Program
- Oversaw the application process and managing post award
- Managed the creation of new online data base and application system
- Prepared annual reporting for funding agency
- Collaborated to develop tracking and evaluation tools

REFERENCES

Andria Pontello-Meyer (Supervisor)
ICTS, Chief Administrative Officer

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Additional references available on request.