

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

Please accept this self-nomination for the role of Region VI Chair-Elect. A little about me:

- I am the Director of the Office of Sponsored Research at the Beckman Research Institute of the City of Hope (COH) in southern California. I hail from the East Coast, but LOVE living in California!

- I have worked in the field of research administration for over 10 years. I've worked in university and hospital settings, in the central office and in the department, cradle to grave grants management – you name it, I've done it (mostly).

- I have been actively involved in NCURA Region VI activities over the past several years. I have contributed as a presenter at recent Regional meetings, and as a Pre-Award Track Lead for the past 3 meetings. This year, I am reprising my role on the Program Committee and look forward to supporting this year's Virtual Super Regional Meeting.

- Things I love: my family, my baby boy, my feisty dog; singing; The Office TV show; game nights; and donuts.

You may recognize my name, as last year I also ran for the Chair position. This year, I'll be working with Lisa Wottrich (current Chair) and Theresa Caban (Chair-Elect) on the planning and execution of this year's Virtual Super Regional Meeting. I know that this experience will provide a great opportunity to learn from my colleagues and to prepare myself for the position of Chair-Elect.

Whether or not you recognize my name, you have likely heard my voice. If we've been in meetings together, I am nothing if not eager to share my experiences and ask a lot of questions, as well as listen and gain insight from others. My favorite part of NCURA – especially at the Regional level – is the tremendous opportunity to learn from other research administration colleagues who have been there. I am therefore committed to keeping networking and knowledge sharing at the forefront of our Region VI activities.

I am inspired by NCURA's commitment to Diversity, Equity, and Inclusion, and am dedicated to supporting the Region with a focus toward DEI. I am fortunate that my own institution also supports DEI through various trainings, educational offerings, and employee resource groups. I have attended and actively promoted the NCURA DEI Webinar Series across the research administration team at my institution. Within my own team, I support DEI by dedicating time and creating a safe space for dialogue on DEI issues.

As we begin to see the light at the end of this COVID-19 tunnel, I am grateful for the learning experiences over the past year. COVID-19 has challenged us all to be creative and resilient. There's a whole new body of knowledge which can be applied to this field: new grant mechanisms and regulations, remote and hybrid work environments, and rapid change management, to name a few. The challenges of the next several years include adapting to a new normal and recycling the best of the pre- and post-COVID eras. NCURA has done an amazing job in keeping its membership informed and engaged despite the circumstances. I am excited to continue to serve the Region with this in mind.

Thank you for considering my candidacy as I look to further my involvement with NCURA Region VI.

SERVICE & SELECTED PRESENTATIONS

NCURA Region VI Program Committee/Pre-Award Track Lead	2019-present
Federal Demonstration Partnership (FDP) Subawards Committee Member	2018-present
FDP Disclosure & Transparency Working Group	2021-present
Presenter, NCURA 63rd Annual Meeting “You're Driving Me Crazy! Investigating and Resolving Issues that Irk our Pre- and Post-Award Counterparts” “Communication Strategies to Improve Compliance with Federal Reporting Requirements for Biosketches and Other/Current & Pending Support”	September 2021 Virtual
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) Beckman Research Institute of the City of Hope	August 2017 – present Duarte, CA
<ul style="list-style-type: none">• 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) Harvard University	February 2016 – August 2017 Cambridge, MA
<ul style="list-style-type: none">• 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 Brigham and Women's Hospital	January 2012 – January 2016 Boston, MA
<ul style="list-style-type: none">• 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

February 2009 – December 2011

Brigham and Women's Hospital

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

July 2007 – February 2009

Mount Sinai School of Medicine

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

June 2014 (renewed 2019)

M.S. Management (Specialization: Research Administration), Emmanuel College, Boston, MA

May 2013

B.A. Economics, Boston College, Chestnut Hill, MA

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.