

ERIN C. BLACKWELL
*Assistant Director, Office of Research,
College of Education & Human Performance
University of Central Florida*

Summary of Qualifications

- Consistently meets deadlines while demonstrating strong analytical and problem-solving skills
- Ensures compliance to organizational policies and procedures as well as applicable federal, state and local laws
- Analyzes financial data for budgetary control and key decision-making

Education

Bachelor of Business Administration Degree, Marketing
Stetson University – DeLand, Florida

May, 1991

Master of Research Administration Degree
University of Central Florida – Orlando, Florida

December, 2017 (projected)

Professional Experience

University of Central Florida

October 2012 – Present

Assistant Director, College of Education & Human Performance Office of Research

- Leads a team of five to provide pre-award and post-award support to approximately 84 faculty, with the goal of doubling our research funding by 2020.
- Creates policies, procedures and focused initiatives to support office and faculty.
- Supervises two coordinators, one doctoral student and two graduate students.
- Coordinates with principal investigators to submit proposals, including the interpretation of the guidelines, preparation of administrative forms, review of proposal and budget development and review.
- Provides program and financial management support to principal investigators.
- Uses online systems, such as Fastlane, Grants.gov, eRA Commons, Grantsolutions and G5 for proposal submission and post award tasks.
- Coordinates and presents training sessions for faculty on sponsored research topics.

Sr. Proposal Manager/Team Lead

- Performed pre award and post award sponsored program functions for the College of Education, College of Arts and Humanities, and Non-Academic Units.
- Performed pre award sponsored program functions for the Center for Research and Education in Optics and Lasers (CREOL), Florida Solar Energy Center (FSEC) and Rosen College of Hospitality Management.

- Used online systems, such as Fastlane, Grants.gov, eRA Commons, Grantsolutions and G5 for proposal submission and post award tasks.
- Coordinated with principal investigators to submit proposals, including the interpretation of the guidelines, preparation of administrative forms, review of proposal and budget development and review.
- Reviewed, negotiated and executed nonconsideration agreements such as CDAs and Teaming Agreements and contractual agreements with sponsoring agencies and subcontractors.
- Identified, analyzed, and resolved complex and difficult issues relating to contract and grant management and administration, including contract and subcontract terms and conditions.
- Advised and assisted faculty, staff, departmental administrators and research coordinators in the interpretation of sponsor guidelines, forms, regulations and policies related to proposal and budgetary requirements.
- Provided guidance and oversight of assigned team.

Embry-Riddle Aeronautical University

August 2007 – October 2012

Assistant Manager, Post Award

- Assisted Post Award manager in secondary responsibility for post award administration, including staff supervision, promoting team development, customer service, sponsored project policy and procedure applicability, implementation, interpretation and communication, annual budget, records management, and professional development.
- Performed functions of grant analyst.

Grant Analyst, Post Award

- Interacted with sponsors on post award issues such as project and budget amendments, compliance issues, reporting schedules and close out tasks.
- Provided program and financial management support to principal investigators.
- Coordinated sub-award and sub-contracts on assigned federal grants, including ensuring terms and conditions meet agency and federal guidelines.
- Reviewed and approved sub-contract invoices as well as procurements to ensure program compliance.
- Prepared cost benefit analyses for project decision-making and fiscal accountability
- Interpreted federal regulations for program compliance.
- Oversaw close-out procedures to ensure fiscal accounts are closed and all final reporting requirements are met.
- Assisted in developing policies and procedures for department.

Real World Appraisal, Inc.

May 2006 – August 2007

Registered Trainee Appraiser

- Performed appraisals, under the guidance of a certified real estate appraiser
- Researched subject improvement, comparable properties and market conditions
- Registered with the state of Florida, under license number RI21064 (expired)

Budget/Facilities Manager

- Oversaw general accounting functions, including AR/AP, account reconciliation and cash management for department
- Negotiated and managed contracts and procurements for support services, including School Board food service, janitorial services and lawn maintenance
- Prepared and submitted annual grant application for Head Start services and supplemental funding requests for program improvements
- Oversaw the building maintenance and repair of twelve facilities
- Oversaw fleet maintenance of department assigned vehicles
- Developed immediate and long range strategic plans for existing and future facilities
- Assisted in coordinating, implementing and presenting training sessions for staff
- Developed Disaster Management Plan for department
- Interacted with local, state and federal departments as authorized agent

County of Volusia Community Services Department

July 1997 – July 2002

Administrative Assistant II

- Grant Administrator for federal and state agencies, including Department of Justice Weed and Seed, Department of Health and Human Services Head Start, USDA Child Care Food Program and State of Florida Community Services Block Grant
- Developed/implemented/oversaw funding projects including youth mentoring programs, job training programs, and neighborhood beautification projects
- Provided administrative support and guidance to local policy group
- Acted as media contact for the Weed and Seed grant program, providing interviews and coordinating media events
- Restructured and implemented the Head Start program assessment tool

Professional Service

- Certified Research Administrator, Research Administrators Certification Council, 2013 - Present
- Member, National Council of University Research Administrators, 2007 - Present
- Member, Society of Research Administrators International, 2012 – 2014
- Presented NCURA Region III Spring Meeting, May 2017 “Divisions, Directorates, Oh My! A RA Guide to the Departments of the National Science of Foundation”
- Presented NCURA Region III Spring Meeting, May 2016 “PIs are from Mars, RAs are from Venus: Building a Relationship with Your Faculty”; “Show Me the Money”; and “A Proactive Approach to Post-Award Management”
- Presented NCURA Region III Spring Meeting, May 2015 “Cost Share – The Total Package”
- Presented 2012 SRA Alabama Chapter Meeting, August 2012 “The Post Award Chronicles”
- Presented NCURA Region III Spring Meeting, May 2012 “The Post Award Chronicles: Year One”