

Danielle S. McElwain, CRA

Education & Certifications	
Research Administrators Certification Council Certified Research Administrator	2005
Murray State University Master of Business Administration	2001
Murray State University Bachelor of Science	1998
Professional Experience	
University of South Carolina, College of Engineering and Computing Director of Research	March 2018 – Present
<p>Oversee research activities in the College of Engineering and Computing for both pre- and post-award. Assist faculty with preparation, review and approval of budgets, and cost-share agreements. Submit all proposals from the College of Engineering and Computing faculty. Interpret regulations and policies affecting grants and contracts from a wide range of federal, state and private sponsors. Develop templates for proposal documents; Prepare annual reports, benchmarking information and strategic plans. Manage PI Academy for faculty. Supervise staff and student assistant associated with the College of Engineering and Computing Office of Research.</p>	
University of South Carolina, College of Engineering and Computing Director of Pre-Award	May 2016 – February 2018
<p>Assist faculty with preparation, review and approval of budgets, cost-share agreements and proposal submissions. Coordinate the preparation and submission of large collaborative proposals. Interpret regulations and policies affecting grants and contracts from a wide range of federal, state and private sponsors. Develop templates for proposal documents; Prepare annual reports and benchmarking information. Create and implement PI Academy for faculty. Supervise staff and student assistant associated with the College of Engineering and Computing Office of Research.</p>	
University of South Carolina, Office of Sponsored Awards Management Senior Sponsored Programs Administrator	May 2010 – April 2016
<p>Interpret regulations and policies affecting grants and contracts from a wide range of federal, state and private sponsors. Provide professional and regulatory guidance to principal investigators and business managers on post-award, grant/contract financial, budgetary and administrative issues. Negotiate award terms and conditions with federal, state and commercial sponsoring agency representatives. Develop and negotiate contracts and subcontracts. Train upper administration, faculty and staff in areas pertaining to sponsored awards. Assist with assessment, modification and development of policies and procedures.</p>	

University of South Carolina, Office of Research Development Research Development Coordinator and Training Manager	Sept 2005 – May 2010
<p>Co-directed the creation of the Office of Research Development. Designed the Gamecock Research Administrator Network and Training (GRANT) Program, a comprehensive training program that educates USC faculty and staff in the grant process. Developed e-learning courses and implemented electronic assessment tools for the GRANT program. Created templates and databases to aid in the development of proposals. Facilitated the formation of proposal support teams and provided a wide-range of services to assist research teams with the development of large multidisciplinary projects.</p>	
University of South Carolina, Office of Sponsored Awards Management Sponsored Programs Administrator	Feb 2003 – Sept 2005
<p>Interpreted administrative regulations and procedures affecting grants and contracts from a variety of sponsors. Assisted faculty in the preparation of proposals and budgets. Facilitated the processes for administrative review of proposals. Provided professional guidance to principal investigators and business managers on post-award, financial, budgetary and administrative issues. Negotiated terms and conditions of awards, contracts and subcontracts. Assisted with implementation of electronic proposal routing system and developed user guide.</p>	
Murray State University, Office of Sponsored Program Electronic Information Manager	Oct 2001 – Feb 2003
<p>Managed office operations and accounts. Designed web publications and monthly newsletter. Trained faculty in areas pertaining to sponsored programs. Assisted with the implementation of electronic grants management system. Supervised graduate assistants.</p>	
Murray State University, Bureau of Business and Economic Research Research Associate	Jan 2000 – Oct 2001
<p>Managed office operations and accounts. Assisted faculty with data entry, data collection, survey and database design, basic statistical analysis and general report writing. Supervised graduate assistant and student employees. Organized workshops and seminars.</p>	
Murray State University, Accounting and Financial Management Accounting Clerk	Feb 1998 – Dec 1999
<p>Prepared financial reports. Monitored spending in sponsored programs accounts. Ensured receipts of accounts payable.</p>	

Other Professional Experience

Training Activity

University of South Carolina

Gamecock Research Administrator Network and Training (GRANT) Program (2005-Present)

Courses Taught: Introduction to Research Administration, Proposal Development, Pre-Award Essentials, Budget Fundamentals, Budget Development, Cost Sharing, National Science Foundation Overview, NIH Policies and Procedures Overview, and Complex Projects and Center Proposals

University of South Carolina, College of Engineering and Computing

PI Academy (2016-Present)

Courses Taught: NSF Grantsmanship, NSF CAREER Workshop, NIH Grantsmanship, Internal Approvals in USCEA, Budget Preparation and Cost Share, Post Award Monitoring and Reports, and Funding Opportunities.

Professional Presentations

McElwain, D., Devereux, E., *Team Dynamics in the Workplace*. Discussion Group. NCURA Region III Meeting, Williamsburg, VA. May 2018.

McElwain, D., Devereux, E., *Pre-Award Basics*. Pre-conference Workshop. NCURA Region III Meeting, Williamsburg, VA. May 2018

Smelser, D., McElwain, D., Callahan, T., *Pre-Award Basics*. Pre-conference Workshop. NCURA National Meeting August 2017.

Levine, M., McElwain, D., *Internal Controls: The Role of Information, Communication and Training.*, Discussion Group. NCURA Regional III Meeting, Savannah, GA, May 2017.

Howard, K., McElwain, D., *Navigating Increasing Limited Submissions Programs*. Concurrent Session. NCURA Regional III Meeting, Savannah, GA, May 2017.

McElwain, D., Dailey, T., *Pre-Award Basics*. Pre-Conference Workshop. NCURA Regional III Meeting, Savannah, GA, May 2017.

Gilstrap, K., McElwain, D., *From Department to Pre-Award Office – Solving the Mystery*. Concurrent Session. NCURA National Meeting August 2016.

Firestone, M., McElwain, D., *New to Grants and Sponsored Programs Administration?*. Discussion Group. NCURA National Meeting August 2016.

Lennon, H., McElwain, D., *Pre-Award for Newcomers*. Concurrent Session. NCURA Regional III Meeting, Miramar Beach, FL, May 2016.

McElwain, D., Gilstrap, K., Torres, L., Smith, D., Atkinson, A., Bingham-Roy, R., Pfister, B., *Getting Involved in Region III*. Concurrent Session. NCURA Regional III Meeting, Miramar Beach, FL, May 2016.

McElwain, D., Gilstrap, K., Stephens, L., *You Joined NCURA Region III. Now What?* Concurrent Session. NCURA Regional III Meeting, Miramar Beach, FL, May 2016.

McElwain, D., Ventimiglia, A., *Case Study: Research Development*. NCURA Pre-Award Administration Conference, March 2016.

McElwain, D. *Limited Submission*. Spark Session. NCURA Pre-Award Administration Conference, March 2016.

Torres, L., McElwain, D. *Building on Your Strengths: Assessing Investigator Needs to Increase Research Productivity & Funding Success*. Discussion Group. NCURA National Meeting, August 2015.

Torres, L., McElwain, D. *Building on Your Strengths: Assessing Investigator Needs to Increase Research Productivity & Funding Success*. Concurrent Session. NCURA National Meeting, August 2015.

Torres, L., McElwain, D., Smelser, D., Ventimiglia, A., *Presenting at NCURA*. NCURA Region III Meeting, May 2015.

McElwain, D., Torres, L., Gilstrap, K., Smelser, D., Atkinson, A., Gambrell, E., Ventimiglia, A., *Getting to Know Region 3*. NCURA Regional Meeting, May 2015.

McElwain, D., Swaney, C., *Limited Proposal Submissions: Understanding the Challenges*. NCURA National Meeting, August 2014.

McElwain, D., White, R., *Limited Proposal Submissions: Who Decides?* NCURA National Meeting, Washington, D.C., August 2013

McElwain, D., Ferguson, C., Bair, M., *Training Methods from A to Z*. NCURA Region III Meeting, Panama City, FL, Isle of Palms, May 2012.

Gannon, S., McElwain, D., *Everyone Trains*. NCURA Region III Meeting, May 2011.

McElwain, D., Cole, J., Tincher, J., *Developing Training Programs: Multi-Model Delivery and Assessment*, NCURA National Meeting, Washington, DC, November 2010.

McElwain, D., Cole, J., Tincher, J., *Developing Training Programs: Multi-Model Delivery and Assessment*, NCURA National Meeting, Washington, DC, October 2009.

Hutto, W., McElwain, D., Mattison, M., *Collaborative Proposals*. NCURA Region III Meeting, Isle of Palms, SC, May 2008.

Hutto, W., McElwain, D., Ratcliffe, V., *How to Prepare Instructors to Become Successful Trainers*, NCURA Region III Meeting, Isle of Palms, SC, May 2008.

McElwain, D., *Grants Management Programs and Curriculum Development*. NCURA Region III Meeting, Nashville, TN, May 2007.

Hutto, W., McElwain, D. *How to Develop a Comprehensive Training Program*. NCURA Region III Meeting, Miami, FL, May 2006.

Memberships and Affiliations

National Counsel of University Research Administrators	2005 – Present
National Service	
<ul style="list-style-type: none"> • Serving as Chair of On-line Programing Subcommittee for the Professional Development Committee in 2018 • Serving as Co-Chair of Pre-Award Track for AM60 Program Committee • Completed the NCURA Executive Leadership Program in 2016 • Served on On-line Programing Subcommittee for the Professional Development Committee in 2017 • Served on Evaluation Subcommittee for the Professional Development Committee • Served as Co-Chair of the Case Study Track for the 2016 PRA Program Committee 	
Service to Region III	
<ul style="list-style-type: none"> • Served as Chair of Regional Volunteer Committee 2013-2014 • Served as Regional Chair-Elect and Program Chair of 2015 Regional Meeting • Served on Program Committee for the 2009, 2014 and 2016 Regional Meeting • Served as Regional Chair • Served as Regional Immediate Past Chair • Served as Chair of Site Selection Committee • Served as Co-Chair of the Program Committee for the 2017 Regional Meeting • Serving as Chair Appointed Executive Board Member • Serving as Co-Chair of the Program Committee for the 2018 Regional Meeting 	