

# Jaime Petrasek

(she, her, hers)

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Baldwin Wallace University, Bachelor's Degree

Professional Certifications: VCU/SRA/NCURA

Senior Research/Financial Administrator with 16 years of experience in the field

- Dynamic, creative, flexible, leader with a track record of innovative problem solving and the ability to improve processes, culture, climate
- Enthusiastic and authentic contributor to institutional committees, working groups, and professional organizations
- Professional with a sense of humor as well as keen insights and abilities that help others persevere under pressure
- Motivator with excellent networking and communication skills; builds great teams and plays well on them
- Truly committed to sustaining an organizational climate that is focused on quality, versatility, responsiveness, and inclusion

## PROFESSIONAL MEMBERSHIPS, GROUP PARTICIPATION, COMMITTEES, AND ACTIVITIES

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|--|--|--|--|--|---|
| National Council of University Research Administrators (NCURA) | Society of Research Administrators (SRA) | VCU Monroe Park Campus Research Administrators | VCU Committee on the Association of Research | VCU Monroe Park Campus Fiscal Administrators | VCU Research Administration Professional Development and Training Committee |
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|---------|---|
| 2019/20 | VCU Human Resources Research Career Community Transition Team and Career Family Chair (2019 and 2020)<br>VCU Crucial Conversations Training Certification (2019)<br>VCU Research Fall Forum Chair and Presenter (2019 and 2020)<br>NCURA Region III R3RAMP Mentorship Program Chair (2019 and 2020)<br>NCURA Diversity and Inclusion Inaugural Committee (2020) |
| 2018    | VCU Fall Forum Chair and Full Day Presenter<br>NCURA Region III Program Committee Chair (Mentorship Track)<br>NCURA Region III R3RAMP Mentorship Program Committee Chair and Curriculum Development Manager VCU<br>Institute on Inclusive Teaching – Inaugural Class<br>VCU Spring Forum Chair and Half Day Presenter   |
| 2017    | NCURA Region III Program Committee Chair (Departmental Track) and Presenter (3 concurrent sessions)<br>VCU Leadership Development Program (Grace Harris)<br>Post Award Program Committee Chair and Presenter, VCU Research Expo, Vice President's Office of Research  |
| 2016    | NCURA: Practical Side of Leadership Senior Level Workshop Certification<br>Full Day Workshop Presenter, National NCURA Meeting<br>Half Day Workshop Presenter at Inaugural "VCU: Ready, Set, GRANT!" workshop   |
| 2015    | MPCRA Working Group Director – Development of VCU MPCRA Handbook, Wiki, and Guidelines  |
| 2014    | Monroe Park Campus Research Administrators (MPCRA) Leader and Founding Member   |
| 2013    | Key Stakeholder, VCU School of Medicine OnCore implementation and rollout (VCU CTMS)  |

## PROFESSIONAL EXPERIENCE

**Director of Research Administration, School of Social Work, Virginia Commonwealth University (VCU) 11/2013-Present**

Operates all finance and administration for the research enterprise in a vibrant school on the Monroe Park Campus; develops infrastructure necessary to support both sponsored and internally funded project activity; serves as a dynamic and professional interface and Subject Matter Expert for the School of Social Work and within the VCU community

- Proactively manages both pre-award and post-award operations, providing oversight and direct support to staff and faculty
- Plans and oversees the school's research program and office budget that supports operations and future initiatives
- Manages the School of Social Work Research Assistant program
- Collaborates with faculty on proposal development and document creation for both large and small funding proposals (internally and externally)
- Partners with the Dean and the Executive Team to develop strategies and policies that support program goals and the school-wide research vision and mission
- Works directly with the Dean to develop pilot programs, research incentive plans, FACR return policy, course buy out/release policy, and other high level administrative needs that require confidentiality, tact, and a diplomatic and pragmatic nature
- Creates and maintains tracking systems/databases/school-wide SOPs and processes for all research needs

- Enthusiastically develops and disseminates training for new and current staff and faculty
- Maintains space allocation plan for research and sponsored programs/project needs
- Works alongside faculty to streamline administrative functions and create a friendlier and more positive atmosphere while meeting deadlines and ensuring audits pass muster
- Maintains steady uptick in proposal submission numbers and awarded dollars to school, despite team downsizing by two thirds over the past 2 years
- Plans and executes the annual school-wide Research Symposium for undergraduate, Master's level, and PhD students

**Administrative Director, Pediatric Research Office, VCU School of Medicine**

**08/2011-10/2013**

Reorganized and improved the clinical trials enterprise; managed the business and financial operations of a research office in a heavy clinical department on the VCU Medical Campus; supervised 4 clinical trial coordinators and 1 grants specialist

- Developed Research Administration SOPs and processes/procedures, and delivered training to new and current staff and faculty (IRB submissions, proposal creation and submission, budget development)
- Managed both pre-award and post-award operations and provided oversight and direct support to staff and faculty
- Increased departmental funding and proposal submissions while simultaneously downsizing clinical coordinator team and reassigning staff to positions better suited to their abilities and needs
- Developed new structure and teams within the office to handle protocol review, study feasibility, budget creation and contract negotiation, account billing and reconciliation, and assessment of the needs for University services as well as development of study SOPs, monitor visits and audits, sponsor site selection visits, and internal reviews with VCU officials
- Developed high level proposal budgets and sponsor paperwork, including those required for industry funded clinical trials

**Senior Contract & Grant Administrator-Team Leader, Office of Sponsored Programs, VCU**

**08/2005-08/2011**

Directed a team of research administrators (4 staff members) providing centralized support services to faculty and staff; served as lead liaison and team manager regarding all Sponsored Program activities

- Assisted in the development of Work Flow processes/procedures and training modules for the University-wide transition to electronic proposal submission through the VCU InfoEd eRA system
- Reviewed Sponsored Research Funding Proposals, Contracts, and Notices of Grant Awards for compliance with federal, state, VCU & sponsor requirements and guidelines
- Assisted with proposal building and creation for PIs and departmental research administrators
- Interpreted sponsor guidelines, policies, regulations, and terms and conditions of awards
- Facilitated the internal review, approval, and mailing or electronic submission of grant and contract proposals

**SELECTED PUBLICATIONS AND PRESENTATIONS**

Petrasek, Jaime L. (2019, August) NCURA Magazine, Volume 51, No. 4. New Perspectives from Departmental Research Administrators (co-authored by Csilla M. Csaplár, Chris Knight-Gipe, and Diane Meyer)

Petrasek, Jaime L. (2019, December – to be published) NCURA Magazine, Volume TBD, No.TBD. Understanding Diversity: Research Study Design and Operationalization - The Role of the Research Administrator (co-authored by Saiqa Anne Qureshi)

Selected VCU Presentations:

- The Research Pathway - A journey through VCU's electronic research systems
- VCU Leadership Development Program - Student Emergency Fund
- How to Have a Painless Budget Meeting with Your Grant Administrator
- Monthly Reconciliations and the Research Dashboard

Selected NCURA Presentations

- A Day in the Life of a Departmental Administrator: Managing Multiple Projects, PIs and Your Time
- Effort Reporting: An Examination of Policy at a Large Research University
- Improving Institutional Knowledge and Practice: Building Communities of Practice in Research Administration
- Post-Award 101: What You Need to Know to Be a Post-Award Research Administrator
- If I Knew Then What I Know Now...or How to Live Your Best Pre-Award Life in a Post-Award World