

SAVANNAH R. BRITZ

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WORK EXPERIENCE

Director of Business Operations & Finance

Office of the Vice President for Research, University of South Carolina

March 2024 - Present

- Direct all fiscal actions for centralized Research Cores
- Oversee the administration of the Research Cores
- Advise Research Core Directors
- Oversee the annual Research Core Fair
- Produce and oversee the monthly core facility newsletter
- Prepare and submit reports to Research Core Directors and Office of Research leadership
- Collaborate on special projects with Research Core Directors

Grants Manager

Dean's Office, College of Arts & Sciences, University of South Carolina

November 2021 - March 2024

- Work with assigned units within the college to ensure compliance with policies and procedures
- Assist with budget development and proposal submissions
- Monitor accounts and provide financial updates to PIs and department heads throughout the life of the award
- Provide regular budget, payroll, and tuition reports to all assigned PIs, as well as interpret and analyze these reports
- Serve as a resource for all assigned Principal Investigators by answering grant-related questions, troubleshooting, building budget projections, etc.
- Serve as a resource for departmental staff as they process transactions and assist faculty members and students
- Assist in producing quarterly and annual financial reports
- Updating payroll and other recurring charges as needed

Grants Administrator

Office of Research, College of Engineering & Computing, University of South Carolina

July 2016 - October 2021

- Analyze financial information and prepare timely reconciliation of assigned accounts
- Provide sponsored program summaries and analysis, including spending projections, payroll analysis, and any other reports that are helpful to the PI or sponsor
- Regularly review awards for compliance
- Request rebudgets, extensions, and other award management actions
- Remove expenses and correct issues as they arise
- Advise PIs on matters concerning scheduling of resources to ensure timely and on-budget completion
- Review bi-annual Time & Effort Reports and ensure that approvals are processed in a timely manner
- Coordinate project closeouts with central post-award office, PIs, and sponsors
- Develop and implement training tools for both administrative staff and research faculty on the financial management of grants

Procurement Specialist

Purchasing Department, University of South Carolina
September 2015 - July 2016

Administrative Assistant

Purchasing Department, University of South Carolina
October 2013 - September 2015

Administrative Specialist

Purchasing Department, University of South Carolina
September 2011 - October 2013

EDUCATION

University of South Carolina, Columbia, SC
BA: Anthropology, 2011

University of South Carolina, Columbia, SC
MBA: Innovation & Entrepreneurship, In Progress

CERTIFICATIONS & TRAINING

- Certified Research Administrator (CRA)
- USC Emerging Leaders Program (ELP)
- NCURA's Financial Research Administration Workshop
- Gamecock Research Administrator Network Training (GRANT)
- South Carolina government Sole Source report training
- South Carolina government IT Procurement Certification

LEADERSHIP**National Committee of University Research Administrators**

Surveys & Evaluations Committee Coordinator (2019-2022)

Young Professionals Council Member & Newsletter Contributor (2022-2023)

Meeting App Coordinator (2024)

Website Coordinator (2024-Present)

Archaeological Society of South Carolina

President (2022-Present)

Vice President (2020-2022)

Treasurer (2012-2020)

SHORT BIO

Savannah Britz is the Director of Finance and Business Operations for Research Facilities and Infrastructure at the University of South Carolina. She oversees the administration of all centralized research cores, including financial reporting, user engagement, and direct core support. She has over eight years of experience in research administration, most of which was spent in post-award administration at the College level. Savannah has been volunteering with NCURA in various roles since joining in 2017. She became a Certified Research Administrator in 2022 and is currently enrolled in the MBA program at the University of South Carolina. Savannah enjoys reading, traveling, crafts, and music, and often attends live concerts with her husband, Will.

Savannah Britz – Personal Leadership Statement

Like many of you, I have worked for different leaders with varying leadership styles. There was the director who was respected, organized, and an excellent communicator but didn't invest herself in her work or her team. There was the supervisor who was deeply passionate about her job and mission but often disregarded the needs of her team and wanted sole recognition for their accomplishments. There was the director who was friendly and competent but often failed to communicate with his staff.

Then there was my favorite leader, the one who was passionate about her job and her team. She invested herself in the people who worked for her, creating an environment that encouraged and motivated other research administrators while setting clear goals and expectations for herself and those she led. I knew she would have my back in difficult situations but also that she would not hesitate to educate me if I was wrong, unfair, or simply ignorant.

It was thanks to this leader that I became a member of NCURA in 2017. She helped to ignite my passion for research administration and, through her example, taught me patience and courage. I have carried these lessons with me as my career has progressed, making them some of the core principles that guide my decisions and actions.

I believe that patience, courage, and empathy are essential components of leadership. I love working with people and have not struggled to practice empathy, but I have had to consciously apply patience and courage. Independent and fast-paced, I sometimes struggle to slow down and bring others up to speed. It is in those moments that I remember the patience others have shown me and adjusted my mindset accordingly. Practicing courage has helped me to advocate for myself and those I represent by easing my aversions to conflict and rejection. Growth, both personally and organizationally, is rarely found on a straight, smooth path. It takes courage to navigate the curves and bumps that lead to positive change.

My goal as a leader is to elevate the organization and the people that I represent. That means investing myself in the organizational mission and empowering those I lead. The people make the place, or in this case, NCURA Region III is research administrators. I will actively promote a culture of innovation through collaboration. Our members are our best resource and the reason that I continue to volunteer to serve Region III.

The NCURA Region III community has been an important part of my journey. I consider myself fortunate to have found research administration with most of my career still ahead of me, and I want to use that advantage to make a long-lasting positive impact on our field. I strive to mobilize others toward that same vision and hope that you will help me in my mission by choosing me as your Treasurer-Elect.

Savannah Britz – Diversity Statement

“Diversity, equity, and inclusion” – you have probably heard this phrase many times, but what does it really mean? Together, these values create the foundation for a strong organization that is better able to meet the needs of those that it serves.

Diversity brings a variety of perspectives, ideas, and approaches that lead to greater progress and innovation. In my experience, the more diverse voices you have in the room, the more comprehensive and efficient the outcome. Equity means working to provide everyone with the resources that they need to be successful. These resources will differ as much as the individuals using them do, but they will help each person toward the same achievements. Inclusion is about creating an environment of collaboration where everyone has a voice and feels heard, as well as a sense of belonging and involvement.

I believe that a culture of diversity, equity, and inclusion benefits everyone. A diverse group of people has different talents, experiences, and skill sets, which lead to increased innovation and productivity. Many of us joined NCURA to learn from others and to build our professional networks. Diversity makes that network and those lessons so much stronger. We all have something to contribute, and it is our responsibility to make sure that everyone has a fair and equal opportunity to participate.

I would like to see more engagement opportunities for members who are unable to travel to attend meetings. Attending a regional or national meeting is a privilege that provides networking opportunities that I have not come across through any other venue. NCURA does a wonderful job of providing remote training opportunities, but I believe that we could do more to foster networking and professional engagement outside of the meetings.

Embracing diversity, equity, and inclusion will continue to make us stronger, individually and as a community. I believe that it is important that we continue to make this effort to support and empower each other as our profession grows.