

My professional journey has been defined by a commitment to learning, financial management, and leadership development. With a BS in Accounting, an MBA, and the Certified Research Administrator (CRA) designation, I have built a strong foundation in grant management and research administration. These qualifications, combined with many years of experience in grant management along with previous roles in accounting across public and private sectors, have equipped me with the expertise to ensure efficient resource allocation, compliance, and alignment with organizational goals.

Education has played a pivotal role in shaping my career. Earning an MBA deepened my understanding of business management and enhanced my strategic thinking capabilities, while the CRA certification affirmed my dedication to excellence in research administration and adherence to regulatory standards.

Leadership development has been a continuous focus for me, as shown by my participation in the SUU President's Leadership Academy and the LeadMe Program, where I have contributed as both a mentee and now a co-mentor. These experiences have strengthened my ability to be a part of and lead teams with varied strengths, foster collaboration, and guide others in their professional growth—skills I am excited to continue sharing with NCURA.

I am committed to use these skills and experiences to support NCURA's mission of advancing research administration in our regional organization. As a Member at Large, I aim to contribute to strategic initiatives, champion professional development, and promote a culture of excellence and collaboration.

CARRIE L. CHILDS

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- PROFILE**
- Motivated and friendly with a firm understanding of what it takes to help build an efficient and pleasant environment
 - Skilled at researching and communicating difficult concepts such as federal laws and program compliance to increase stakeholder understanding
 - Cooperates well with fellow employees to help build relationships and develop open communication across departments and organizations
 - Actively seeks opportunities to learn and expand experience
 - Effective problem solver; can prioritize and manage work flow without direct supervision, is dependable and committed to excellence
 - Strives to balance professional and personal commitments and interests allowing a well-rounded perspective
 - Over 15 years of professional experience ranging from public accounting to higher education accounting management, offering a practical perspective and approach

EDUCATION **Master of Business Administration** *Graduated 2017*
Southern Utah University, Cedar City, Utah
▪ 3.97 graduate GPA

Bachelor of Accounting *Graduated 2000*
Southern Utah University, Cedar City, Utah
▪ Graduated Magna Cum Laude

CREDENTIALS & CERTIFICATES **Certified Research Administrator** *Fall 2022*
Earned Certified Research Administrator designation

Co-Mentor 2024 LeadMe Cohort ~ Member 2023 LeadMe Cohort

Participated in this comprehensive leadership development program focusing on personal and professional growth, effective communication, and leadership in dynamic environments. As a co-mentor for the 2024 Cohort, I have the opportunity to share what I have learned helping to guide current participants through their leadership development journey.

EXPERIENCE **Assistant Director, Sponsored Programs, Agreements, Research and Contracts/Research Administrator** *2021 to Present*

Southern Utah University, Cedar City, Utah

The SPARC Assistant Director supports the SPARC Director in Research Administration. As a Research Administrator I provide post-award support to ensure the financial and programmatic requirements are completed, including compliance with all federal laws and granting agency regulations. I assist to provide faculty and staff with pre-award support to identify funding opportunities and develop and submit proposals. Researching ways to improve Effort Reporting process

- Ensure compliance and adherence to all current policies and procedures and participate in the development of SPARC policies related to the administration of sponsored programs
- Supports the Director by researching issues and advising on the regulatory developments that impact research administration and by providing background information, research, documentation, metrics and measurements or other data as requested
- Act as a liaison with funding agencies to resolve complex issues both programmatic and financial
- Provides leadership and coordination through all steps of the SPARC grant cycle, including: identifying funding opportunities, proposal development and submission, managing the award, ensuring compliance, and award closeout.
- Leads the post-award project management oversight activities of SPARC as they relate to OMB Uniform Guidance (including all applicable regulatory and administrative laws).
- Works with the Director of SPARC to conduct informational workshops for faculty/staff interested in applying for grant funding.

Accounting Supervisor

Southern Utah University, Cedar City, Utah

I worked as the main liaison between SPARC and SUU Accounting Services. In this capacity I am responsible for managing the financial aspects of grants and contracts. I draw grant funds from various governmental sponsors, invoice those on other platforms and file required financial reports externally. I develop relationships with PIs and support staff to answer questions and improve processes.

- Used SQL and Excel to streamline the grant draw preparation process, cutting preparation time in half
- Assisted with initial implementation of SmartGrant Software
- Researching ways to improve Effort Reporting process
- Developing Excel sheets for the SUU IIC to track complex grant details and enable them to quickly update information for their entire grant portfolio, greatly reducing manual entry