

David Schultz – CV/NCURA Activities

I began my career in Higher Education in 2004 as a Financial Assistant in the Department of Chemistry at the University of Houston. In this role, I learned the basics of externally funded research while overseeing items such as Subaward creation/monitoring, cost sharing, expenditure allowability. In 2006 I accepted a position as Program Manager at the Institute for Molecular Design in which I further familiarized myself with sponsor terms and conditions, assisted with proposal preparation and tracking, prepared monthly account reconciliations in addition to long-range projections for the Institute Director, and attended both the internal Research Administration Certification course at U of H and NCURA Fundamentals. In 2007 I moved into the central office as a Grants and Contract Administrator where I began to review/submit proposals, negotiate contract language with Sponsors, expand my knowledge of the Circulars, and truly understand the full life cycle of an award from proposal to closeout.

In July of 2008 I made a cross country move to the East Coast to accept a position at Stevens Institute of Technology. I began as a Grants and Contract Specialist and shortly after my arrival the Pre and Post Award functions were split. I spent 6 months working to establish the Faculty Support Center (Pre Award) with the current manager before returning to the Post Award function. I am currently the Manager of Post Award Operations, in which I oversee all financial and non-financial aspects of traditional Post award management, as well as the research financial aspects of billing, reporting and closeout, and preparation of the R&D cluster of the institution's A-133 audit. The opportunity to work within a small central office at a university with several large DOD contacts, a UARC, and a DHS COE in addition to the traditional Federal sponsors has truly been a great place to expand my knowledge within the business.

Following my introduction to NCURA in 2006, I attended the 2007 Region V Spring Meeting in which I moderated a double session held by the immediate past National President and the immediate past Regional President. Looking to further expand my participation in future meeting, I volunteered for the Nominating Committee, where I served until my departure from Region V. Following the NCURA National Meeting in 2008, I elected to pursue volunteer opportunities within Region II, where I am currently on the Volunteer Committee through 2011. I participated in the 2010 Spring Meeting Program Committee, which was my first active role in the behind the scenes planning/coordination of a Regional Meeting. I was fortunate enough to be a member of the Vendor, Communications, and Evaluation Subcommittees to which I benefited from the experience of those with whom I served and I look forward to continuing my involvement in future years.

David Schultz – Statement of Interest

Being a relatively young professional in the world of Research Administration I recognize the benefit of learning from those who have come before me, and more importantly, giving back to those who are, or will someday, begin this career path. I understand the requirements and commitment it takes to serve as the Treasurer-Elect/Treasurer and as I look to take a more active role within Region II, I ask for your support for Treasurer-Elect so that I may build a foundation for future roles to better serve you as members of the region. I take this opportunity to thank you for your time and consideration.

Sincerely,

David Schultz