

Jared Elliot Littman

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Statement of Interest

I am very much interested in becoming Chair-Elect and then Chair of NCURA Region II. From the first year that I became involved in NCURA (2005), I felt that it was a fantastic organization for research administrators — one where they could both, increase their knowledge, and network with colleagues. Once I began speaking with NCURA members, I was able to really see the benefits of the organization and how special it is. I have since been a very active member of NCURA with this being my fifth year on the regional program, and having Co-Chaired and Chaired the previous two meetings. I feel as if I can offer a lot to this fabulous organization in way of bringing new and beneficial ideas that will keep NCURA growing in positive way (ie: attracting other non-member research administrators to become members so that they too can see what a terrific and beneficial organization NCURA is to be a part of both professionally and socially).

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Bio Statement

My career in Research Administration began after I received my Masters in Public Administration. In early 2002 I was hired as a Grants Coordinator in the central office of Grants and Contracts at *Mount Sinai School of Medicine* in New York, where I gained an incredible amount of knowledge. After one year at Mount Sinai, I was promoted to Grants Specialist, where I was given a lot more responsibility and was able to further my experience in all aspects of research administration.

Knowledge and Experienced gained at Mount Sinai:

- Federal, State, and City Regulations
- OMB A-21, OMB-110, EDGAR
- Interpreting RFP's and RFA's
- IRB Protocols
- NIH, NSF, DOD, HRSA and other Federal Proposal submission process
- Researching funding opportunities
- Lead training workshops in InfoEd and other funding opportunity resources

In March 2005, I was hired as a Grants Specialist in the Office of Grants and Sponsored Research at *St. John's University*. Soon after, I was promoted to the position of Assistant Director for the office and in April 2007, I was promoted to be Director of the Office of Grants and Sponsored Research. Since then, while under my leadership, the number of proposal submissions and awarded funding University-wide has increased, creating the highest combined three-year total in all categories in STJ history. In addition, I created and implemented new policies and procedures relevant to the conduct of research and operation of sponsored projects; created a series of workshops in various areas of sponsored research; and have written "*Grant Writing Resources*", a section for a published book entitled "*The Immigrant Experience in New York City*."

I became a member of NCURA in 2005. I hit it off famously with many members of the organization and, in 2006, joined the regional program committee for the 2007 spring meeting. After having a wonderful experience learning from the veterans of the group, I knew that I wanted to continue these efforts and joined the committee for the following year. At that time, I was asked to Chair the 2009 meeting, but due to other obligations, I instead agreed to be Co-Chair. I proceeded to then become Chair of the 2010 meeting held in Princeton, NJ. It was an incredible experience. I have been a member of NCURA for almost six years, with this year being my fifth year on the program committee.

NCURA Involvement:

- Member since 2005
- Currently the fifth year on the program committee
- Co-Chair of program committee 2008-2009
- Chair of program committee 2009-2010