

Toni Lawson: Personal Statement of Interest

When I began my first job as a junior research administrator in 1982, little did I know that it would become a journey of life-long learning. I remember my first read of OMB Circular A-21 back then, and thought “what is this stuff”. That has been more than 25 years ago, and while I still have questions, they are more along the lines of “What new federal requirements are going to impact my institution” and “How are we going to implement to be compliant”. Along my journey as a research administrator, NCURA has been the premier professional development organization which has provided the training, informational resources, and networking opportunities that enabled me to develop and grow in my career. The generosity of NCURA’s membership to share their knowledge and experience is phenomenal. I am a product of such generosity.

With that in mind, I would be honored to serve as a Region 2’s geographically elected representative on the NCURA Board of Directors. I welcome the opportunity to be a part of the leadership team which will continue to examine and implement strategies to enhance the professional development of its membership. It is essential for us as a professional organization to continually offer excellent research administration resources to meet the diverse needs of our membership. As a member of the Board of Directors, I plan to work with board members to ensure that we can identify and provide such resources to support the NCURA membership. In addition, I plan to keep the Region 2 membership informed of changes and enhancements made at the national level. I look forward to the opportunity to serve in this capacity if elected.

Antoinette Lawson

7937 Galloping Circle, Baltimore, Maryland 20742
Telephone:(443) 604-1691; email: tlawson@umd.edu

Professional Experience

March, 1987-Present

University of Maryland, College Park

Associate Director, Office of Research Administration & Advancement

Responsibilities

- Oversight and management of pre-award and post-award functions of research administration, with the exception of financial management of sponsored programs
- Manage a professional staff of 16 employees including hiring and training responsibilities
- Oversight and management of research administration certification training program
- Advise senior management on research administration policies and impact on institutional compliance
- Oversight of Sponsored Programs administrative compliance functions which include award closeout and reporting
- Oversight and management of subrecipient monitoring responsibilities
- Member of Coeus Database Management Implementation Team

Assistant Director, Office of Research Administration & Advancement

Responsibilities

- Oversight and management of sponsored research operations including fiscal responsibility for operational budget
 - Manage a professional staff of 13 employees including hiring and training responsibilities
 - Develop and implement policies and procedures to ensure compliance with federal regulations
 - Assist with identifying and implementing a research administration information system database to meet University's data analysis and reporting needs
-

Antoinette Lawson

Contract Administrator, Office of Research Administration & Advancement

Responsibilities

- Review proposals for compliance with University's policies and sponsor' guidelines
- Accept awards and facilitate the establishment of accounts for sponsored project expenditures
- Negotiate contracts for suitable terms appropriate for an educational institution
- Advise faculty and departmental staff on sponsored award terms and conditions
- Act as a liaison between faculty and sponsors

University of Maryland, Baltimore County

March, 1982-March, 1987

Contract Administrator I, Office of Sponsored Programs

Responsibilities

- Prepare proposal budgets
- Review grant applications for compliance with sponsor guidelines
- Created and maintained award files
- Advised faculty on sponsor terms and conditions

Education

September, 1975-May, 1980

University of Maryland, Baltimore County

- Bachelors of Arts Degree, Economics
- Certificate in Finance

Professional Activities

Member of National Council of University Research Administrators, 1993

-2010 FRA Program Committee

-2008 NCURA 50th Annual Meeting Program Committee

2008 NCURA Leadership Development Institute Mentor

-2007 FRA Program Committee

Workshop, Concurrent Session Presenter, Discussion Group Leader and Evaluator at numerous NCURA Annual and Region 2 Conferences

-1999 NCURA Program Committee

Member of University System of Maryland Research Administrators Group

Awards

NCURA Region 2 Distinguished Service Award, April, 2010

University of Maryland, College Park 25 Years Service Award, April, 2005