

# Angela Blythe Richmond

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## SKILLS SUMMARY

- Over 20 years' experience research administration within a university setting
- Extensive experience with university policies and procedures
- Computer Skills: Familiarity with Quali Research, PeopleSoft Financials and Grants, Various Federal Databases including FederalReporting.gov, Microsoft Office Suite, Internet research, and agency sites
- Experience compiling, synthesizing and presenting collected data for multiple users including training materials
- Analytical, technical and creative writing abilities
- Extensive training, presentation and customer service experience
- Over 15 years of supervisory experience including team environments

## EMPLOYMENT EXPERIENCE

### **Director, Office of Institutional Research and Assessment**

#### **Coordinator and Co-Chair, Diversity, Equity, and Inclusion Collaborative**

*University of Maryland Center for Environmental Science*

*Cambridge, MD*

*September 2022 – present*

Responsible for institutional reporting, including the National Science Foundation Higher Education and Research Development report (NSF HERD Survey). Responsible for review of all USM/UMCES policy to ensure UMCES compliance with System requirements. Developed master plan for updating/reviewing all UMCES policy within five-year period. Membership on System Diversity and Inclusion council. Administration of UMCES Diversity, Equity, and Inclusion Council, including organization of Administrative Council retreat to address work climate assessment findings.

### **Special Project Director, Office of Research Administration and Advancement**

*University of Maryland Center for Environmental Science*

*Cambridge, MD*

*January 2019 – August 2022*

Responsible for the implementation of Quali Research Pre-Award module. Worked with consultants and other System institutions to implement all non-IT aspects of implementation, functioning as only member of UMCES implementation team. Singlehandedly entered over 1100 complete proposals, including documentation, manually into Quali Research. Trained ORAA and unit staff on system. Wrote manuals and webpages for community. Continued participation in UMCES Administrative Council, IACUC, IRB, and USM Conflict of Interest Committee, and completed NSF HERD survey each year. Served as co-chair of UMCES Diversity, Equity and Inclusion, Collaborative.

### **Director, Office of Research Administration and Advancement**

*University of Maryland Center for Environmental Science*

*Cambridge, MD*

*October 2014 – 2018*

Responsible for all areas of sponsored project administration at UMCES. Supervise three staff members. University Liaison to Federal Demonstration Partnership, USM Quali workgroup, IACUC and IRB committees. Member of President's Administrative Council. Prepare and compile data for required reporting, including the Higher Education Research and Development (HERD) survey (also called the NSF report), and multiple reports to the State. Prepare ad hoc reports for President and various other stakeholders. Designed UMCES Research Administration website. Guided researchers and staff through transition from OMB Circulars to 2 CFR 200 (Uniform Guidance). Initiated ORAA – Lab Continuous Quality Improvement Workgroup. University signatory for sponsored research, contracts, and charter agreements. Participate in System-wide Research Administrator Group. Wrote and maintained multiple training documents.

**Data Integrity Specialist****University of Kansas Center for Research, Inc., Lawrence, KS****July 2013 – August 2013**

Worked with Administration, Post Award staff and Huron Consulting on Data Integrity project / PeopleSoft Data cleanup. Reviewed and updated award and financial information on over 1600 active awards.

**Award Coordinator, HBC Post Award****Higuchi Biosciences Center, University of Kansas, Lawrence, KS****April 2012 – June 2013**

Assist assigned PIs with all aspects of their research administration. Assist in proposal and budget development and progress reports. Serve as resource for HBC participants and staff regarding allowability and appropriateness of budgeted items. Prepare and/or review information requested by funding agencies prior to award, including Just-In-Time, compliance and budgetary information. Review incoming award documents for assigned PIs and assist in preparation of appropriate budget if needed, to determine the proper award set up and to evaluate terms and conditions of award. Review monthly project reports for assigned PIs and evaluate any issues revealed therein. Attend RGS meetings as HBC representative.

**Manager, HBC Post Award****Higuchi Biosciences Center, University of Kansas, Lawrence, KS****May 2012 – January 2013**

Supervise 4-5 Post Award Coordinators, including performance evaluations, monitoring and approving time & leave requests. Coordinate all aspects of post award administration for Post Award group. Review all PeopleSoft entry for accuracy and completeness. Prepare financial status reports for all HBC-administered NIH projects via the eCommons website. Approve and process all journal vouchers for HBC accounts. Review and approve all budget adjustments for HBC projects. Attend RGS Post Award and Team Lead staff meetings. Monitor closeout timelines and reporting requirements. Serve as resource for all HBC participants and staff regarding post award administration. Serve as NIH expert to HBC participants and staff as well as others throughout the University. Serve on HBC Management Team and as chair of the HBC Values in Action committee.

**Assistant to the Associate Director****Higuchi Biosciences Center, University of Kansas, Lawrence, KS****June 2011 – April 2012**

Assisted Associate Director (AD) of Finance and Operations. Served on HBC Management team. Prepared and disseminated monthly HBC Newsletter. Took and distributed minutes from HBC staff meetings. Worked with HBC technical liaison on website revision. Served as chair of the HBC Values in Action committee. Scheduled, attended, and took minutes for quarterly Program Assistant meetings. Served as resource for HBC post award staff. Prepared and submitted proposals and progress reports, either via websites or US mail. Served as backup organizational signatory. Worked with AD on implementing Chain of Excellence management philosophy.

**Grant Officer / Team Leader, Post Award Services (PAS)****Feb. 2011 – June 2011****Grant Specialist / Team Leader, Post Award Services (PAS)****Nov. 2009 – Feb. 2011****University of Kansas Center for Research, Inc., Lawrence, KS**

Financial administrator of over 500 grants and contracts, including Federal, State, local government agencies and industry, including 87 ARRA projects and 3 ARRA construction projects. Oversee compliance with federal, state and University policy; review purchases for allowability. Prepare and submit quarterly / annual financial reports to NIH / DHHS. Prepare and process the HHS letter of credit draw. Supervise and provide guidance and training to team members including coordinating work flow and assignment of duties for the team, employee evaluation and time sheet approval. Review team members' work for accuracy and compliance prior to processing including invoices, budget summaries, journal vouchers, and financial reports. Primary point of contact for researchers and departments, including the two research "Super Centers." Responsible for ARRA reporting upload to FederalReporting.gov. Prepare and present grant administration workshops and create informational handouts for University faculty and staff. Main contact for production of Post Award user manual. Attend frequent training sessions, both in and out of state, to keep abreast of the latest federal guidelines in sponsored project administration. Run various reports and queries from

PeopleSoft financial system to track workload and due dates for team. Main contact for production of Post Award user manual. Attend frequent training sessions, both in and out of state, to keep abreast of the latest federal guidelines in sponsored project administration including Sponsored Project Administration II (SPA II).

**Grant Specialist, Sponsored Projects Administration (SPA)**

*University of Kansas Center for Research, Inc., Lawrence, KS*

*2002 – Nov. 2009*

Financial administrator for all Department of Health and Human Services (DHHS) awards, including the National Institutes of Health (NIH) and the Centers for Disease Control (CDC). Oversaw compliance with federal, state and University policy; reviewed purchases for allowability. Prepared and submitted quarterly / annual financial reports to NIH / DHHS. Prepared and processed the HHS letter of credit draw beginning in fall of 2008. Supervised student employees 2005-2007. Prepared and presented grant administration sessions at Research Administration 101 (RA101) and created informational handouts for University faculty and staff. Attended frequent training sessions, both in and out of state, to keep abreast of the latest federal guidelines in sponsored project administration. Represented SPA on various committees including Grants Team, Social Committee, Techno Geek Committee, DMI Project Lifecycle Phase 1 and the PeopleSoft Upgrade Work Group. Responsible for ARRA reporting upload to FederalReporting.gov. for over 50 stimulus projects. Printed, tracked and monitored all salary certification forms. Coordinated record retention and purging of the vault.

**EDUCATION**

**University of Maryland University College**

*Adelphi, MD 2018 –2020*

Master of Business Administration.

**The University of Michigan**

*The College of Literature, Science & the Arts, Ann Arbor, MI 1989-1994*

Bachelor of Arts degrees in English and Classical Archaeology.

**Washtenaw Community College**

*Ann Arbor, MI 1994, 1996, 2000-2001*

Coursework in accounting, bookkeeping, and business office systems.

**PROFESSIONAL DEVELOPMENT**

**Star's Edge International**

*Denver, CO; Orlando, St. Mary's, Daytona Beach, FL; Remote via Zoom*

Personal Responsibility and Integrity courses (2013 – present)

**Disney Institute**

*Orlando, FL*

Disney's Approach to Leadership Excellence (2011)

**University of Kansas**

*Lawrence, KS*

Emotional Intelligence in the Workplace (2013)

Introduction to Positive Psychology (2012)

Supervisory Training for Excellence in Performance (2011)

**Grant Administration Workshops and Conferences**

*Various locations, 2002-present*

Attended multiple conferences around the country to increase knowledge of grant administration including:

- NCURA National (2015 – 2019, 2005)

- FDP Meetings (3x/yr, 2014-2022)
- SRAI NE/WE Section Conference (2018)
- NCURA Region IV (2011)
- NCURA Sponsored Project Administration Level II (2009)
- Big XII Conference (2009)
- NIH Regional Seminar on Grant Administration (2005)
- FRA V (2004)
- NCURA Fundamentals of Sponsored Project Administration (2003)
- Multiple Big XII and NCURA regional conferences (2011,2008, 2006, 2004, 2002)

## **PRESENTATIONS**

**SRAI NE/WE Section Conference 2018**

**NCURA Region IV Conference 2011**

**Big XII Conference 2009**

**KU RA101 Post Award 2007 – 2011**

## **UNIVERSITY SERVICE**

**Administrative Council 2014 - Present**

*The University of Maryland Center for Environmental Science*

**Co-Chair, Diversity, Equity and Inclusion Collaborative 2020 - Present**

*The University of Maryland Center for Environmental Science*

**Member, Working Group VI 2019-2020**

**Reaccreditation Self-Study, Standard VI: Planning, Resources, and Institutional Improvement**

*University of Maryland Center for Environmental Science*

**Team Lead, PeopleSoft Data Integrity Project September – January 2013**

**Post Award Process Review and PeopleSoft Data Cleanup**

*University of Kansas Center for Research, Inc. / Huron Consulting Group*

**Co-Lead, Research Administration: Cost Transfers August 2012 – June 2013**

**Process Improvement and Training Committee for Academic Shared Service Centers**

*University of Kansas Center for Research, Inc. / Huron Consulting Group*

**Communication Ambassador 2012 – June 2013**

**Changing For Excellence Shared Service Center Implementation**

*University of Kansas Center for Research, Inc. / Huron Consulting Group*

**University Unclassified Senate 2011-2013**

*The University of Kansas*

Elected to serve on the KU Unclassified Senate to advocate on behalf of unclassified professional staff for workplace improvements, professional development opportunities, employee recognition and increased employee satisfaction.

**Volunteer Mentor 1998-1999**

*The University of Michigan Health System*

Volunteered at Mott Children's Hospital weekly. Served as liaison between families and hospital staff. Supervised, organized and directed fellow volunteers. Assisted with feeding and organizing playtime activities. Entertained and comforted critically ill children ages 0 – 18 years.