

Let's Talk: A Forum for Administrators Engaged in the Award Lifecycle



September 27, 2023

2023 SYMPOSIUM
RESEARCH ADMINISTRATORS



Welcome!

Forum Facilitators:

- **Amy G. Elliott, MPA**
Principal Sponsored Programs Officer/AOR
Office of Sponsored Programs, Team 4
- **Penny Hawkins**
Research Administration Manager
School of Social Work
- **Nhandi Kenion**
Pre-Award Manager
School of Medicine
- **Chester Williams**
Principal Sponsored Programs Officer/AOR
Office of Sponsored Programs, Team 7

Agenda

9-9:15 A.M.

**General Info-Research & Sponsored Program Administration & Administrators
UNC-CH Status & Organizational Model**

9:15-10:15 A.M.

Breakout Sessions

- *Effective Communication-Nhandi*
- *Professional Development Resources-Amy*
 - *Stress & Time Management-Chester*
 - *Training-Penny*

Discussion Guide:

We encourage your participation and input but because our time is limited, please try to steer clear of specific project examples unless they apply to the group

Research/Sponsored Programs Administration is a Profession (Career Field)

- **What do Administrators Do?**

- Support the development, review, implementation and management of a research project or sponsored project by engaging in some aspect of the award lifecycle

- **Where do they work?**

- Every day, thousands of administrators around the globe work out of hospitals, research institutes, institutions of higher education, non-profits, industry & government agencies (local, state & federal)



What makes Administrators Successful?

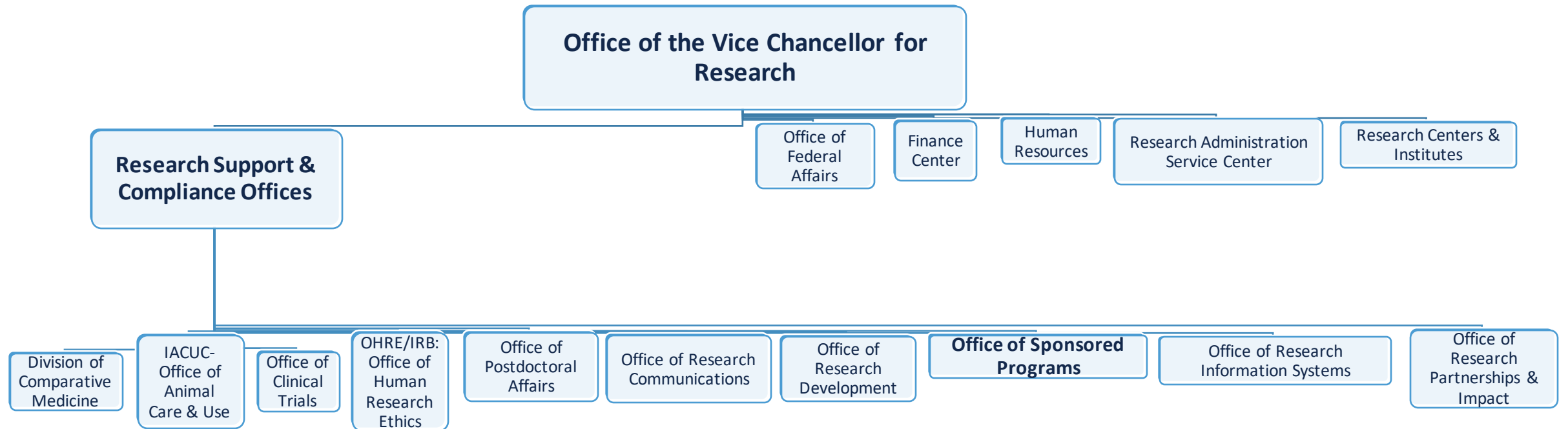


- Ability to make judgment calls
 - Attention to Detail
 - Critical Thinking Skills
 - Flexibility-Ability to Adapt
- Institutional Knowledge-Policies & Procedures
 - Interpretation & Communication Skills
 - Organizational Skills
- Patience & Willingness to Listen & Learn

UNC-CH Status: R1 Doctoral Univ-Very High Research Activity

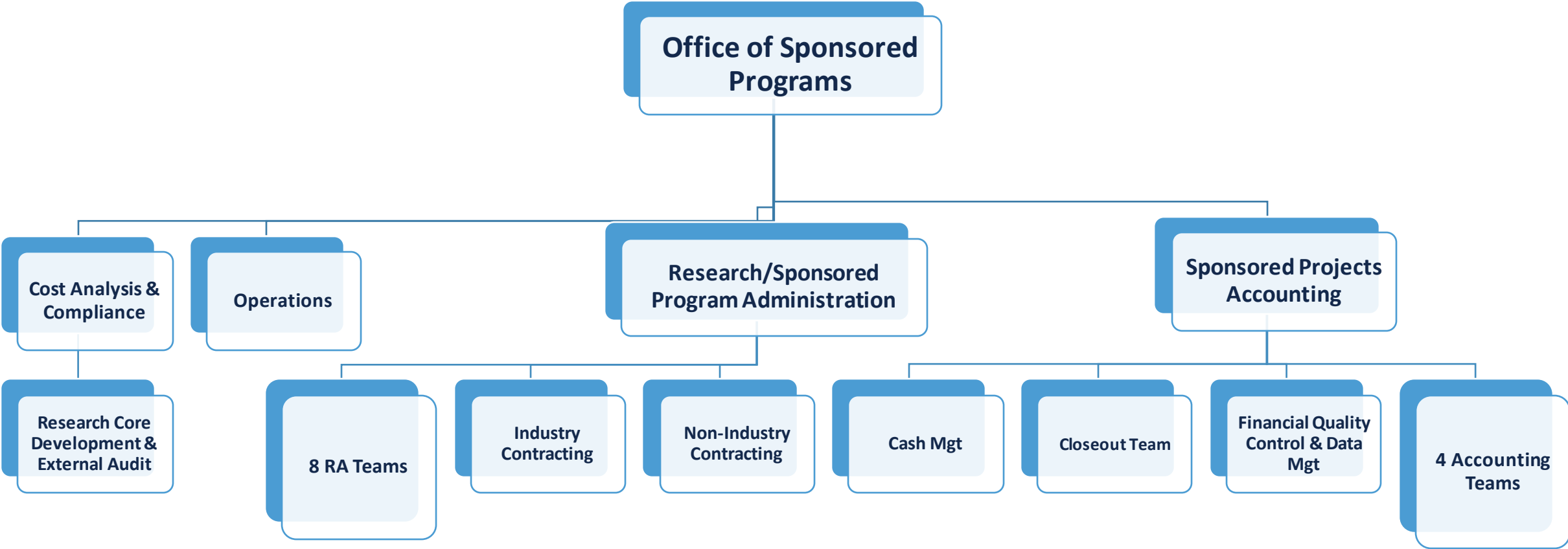
UNC-CH Organizational Model

500+ Departments & OVCR (Office of the Vice Chancellor for Research)



UNC-CH Organizational Model

Office of Sponsored Programs



Breakout Sessions



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL