

**Elizabeth F. Large, CRA**  
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## Profile

Solid background in Administrative Management with strong emphasis on all facets of Grant Administration. Specifically, understands the unique flavor and operational nuances as they relate to diverse research enterprises within a large academic setting. Demonstrates a true appreciation for the value of creating positive working relationships and collaborations with faculty and associated support staff both from within the University and other peer institutions. Depth and breadth of experience provides a high level of customer support and direction. Skilled speaker that organizes and communicates information on grant writing and strategies for successful research funding in a variety of formats to a broad range of end users. Favorite technical areas of interest and expertise are federal grants budgeting, successful submissions and strategic implementation. Welcomes the opportunity to help others and has a unique talent that makes people feel comfortable and confident when seeking counsel on grant related matters or when working through with complex organizational issues.

## Experience

August 2017 -

The Desert Research Institute

### **Business Manager, Division of Earth & Ecosystem Science**

1999-2017

The Research Foundation for The State University of New York  
University at Albany, SUNY Albany, New York

### **Senior Research Administrator**

- Independently manage a portfolio of grant and contract applications and awards. Prepare and negotiate awards and agreements in the best interest of the faculty, University and The Research Foundation. Coordinate administrative aspects of proposal preparation and assist the faculty with submissions to sponsoring agencies. Facilitate the administration of grants by keeping faculty and project directors advised of policies and procedures in the areas of technology transfer, expenditure reporting, procurement of equipment and supplies and employment recruitment and hiring, including affirmative action.

1998 – 1999

The Research Foundation of State University of New York  
University Center for Academic and Workforce Development  
State University of New York Albany, New York

### **Project Staff Assistant**

- Responsible for providing fiscal compliance for all externally sponsored programs, as well as fiscal reporting to determine pattern and trends to aid in the budget submission process. Spreadsheet analysis to assure documentation and reporting of cost sharing figures. Provide operational support in the fiscal administration of University Wide state appropriation allocations for the operation of the Educational Opportunity Centers.

1996-1998

The Research Foundation of State University of New York  
University at Albany, SUNY Albany, New York

### **Grant Administrator**

- Responsible for post-award activities including review and approval of all other than personnel service expenditures for contracts and grants as well as monitoring of projects to ensure compliance to sponsor and campus policies. Duties also include monthly account status reports, preparation of Independent Contractor Agreements as well as general office correspondence.

1994-1996

The Research Foundation of State University of New York  
SUNY System Sponsored  
Programs Office Albany, New York

**Clerk III**

- Responsible for the processing of applications, accounts, reporting information and effort reporting functions. Duties include coding and mainframe input of new applications and accounts as well as over-all maintenance of existing accounts. This included the monitor and reconciliation of bi-weekly cash in excess report, and mainframe input to PARS system. Responsibilities also included the preparation of subcontracts and consulting agreements as well as general office and clerical correspondence.

1987-1990

The Research Foundation of State University of New York  
Office of the Secretary/Treasurer Albany, New York

**Clerk I/II**

- Administer the process of requesting draw down of federal funds via electronic transfer. Responsible for the electronic financial reporting of the bulk and individual draw downs under a letter of credit agreement. Provide support to thirty campuses for the letter of credit accounts. Analyze and develop documentation of letter of credit account activity as reported to the sponsor. Responsibilities also included handling all aspects of travel arrangements for employees. Act as a liaison between Research Foundation and all vendors to handle all aspects of purchasing by departments.

**Education**

BS Economics, 1984  
Siena College, Loudonville, New York

**Membership**

NCURA, 1999-Present  
NCURA Program Committee, Spring Meeting 2002  
NCURA, Session Presenter, Spring Meeting 2017

**Awards**

President's Award for Excellence in Professional Service 2009  
Chancellor's Award for Excellence in Professional Service 2009

**Certifications**

Certified Research Administrator 2014