

# NATIONAL SEARCH PROSPECTUS

**AVP Sponsored Programs Administration &  
Executive Director of  
Augusta University Research Institute**

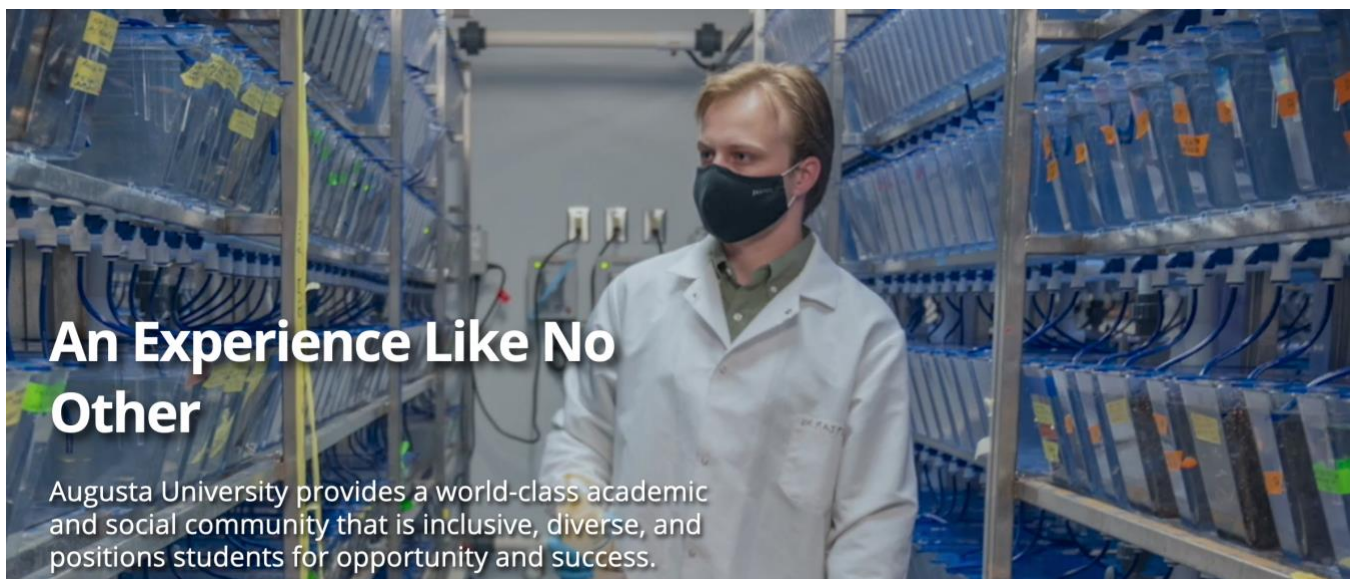


**AUGUSTA**  
UNIVERSITY

Augusta University (AU) invites nominations, inquiries, and applications for the Associate Vice President of Sponsored Programs Administration and Executive Director of the Augusta University Research Institute (AURI). Reporting directly to the Senior Vice President for Research, the Associate Vice President will be responsible for providing leadership, support, and strategic direction for all Sponsored Programs Administration.

## THE OPPORTUNITY

The Associate Vice President (AVP) is responsible for leading the Division of Sponsored Programs Administration, overseeing all aspects of proposal review and submission, negotiation of award terms and conditions, compliance with administrative and fiscal award terms, and identifying and resolving issues through the life cycle of an award. The AVP will also be responsible for responding to the needs of researchers, supporting research processes, infrastructure, and procedures in place at AU. They will work collaboratively with AU Executives, Deans, the Office of Legal Affairs, and Leadership to foster a positive, productive, and growing research environment. Serving ex officio as the Executive Director for AURI, a separate 501(C)3 organization, this position will work collaboratively with the Board of Directors, providing quarterly reports, and an annual operating budget. They will provide recommendations and opportunities for reinvestment in AU research programs, research incentive programs and be responsible for responding to and supporting the recommendations of Leadership.



The AVP oversees and collaborates with AU Executives, Deans, and leaders, as well as external sponsors and agencies, to ensure compliance, efficient execution, and cooperation in the execution and management of sponsored programs/projects. They will also be responsible for collaborating with other research stakeholders in cooperative coordination of financial and non-financial award management, contract negotiations (i.e. material transfer, data use agreement (DUA), and clinical trial awards, etc.), sub-award management, export controls, biosafety, COI, effort certification, Uniform Guidance and Single Audit compliance.

The AVP is responsible for maintaining knowledge of and responding to changes in federal government requirements, sponsor terms and conditions, shifting levels of funding, and the financial and cash management of sponsored projects. They will oversee administrative processes, lead strategic planning, and develop strategic initiatives for sponsored programs administration. They will be responsible for developing goals, objectives, and

strategies and implementing operational plans in accordance with the direction of the AU Research Strategic Plan.



## RESPONSIBILITIES

Key responsibilities of the AVP position include, but are not limited to, the following:

### Administrative & Financial Functions

- Oversees daily administration of the Division of Sponsored Programs Administration, oversight of all sponsored program activities, development of effective administrative compliance procedures, assurance of proper resource allocation, identifying funding sources, funding acquisition, regulatory compliance, recordkeeping, and systems for all grants and awards.
- As Executive Director for AURI, will develop, oversee, and manage AURI accounts, expenses, and budget, ensuring the following:
  - Preparation and completion of quarterly reports and annual summaries.
  - Preparation of annual budget and planned development/investment opportunities.
  - Provision of support for annual external audit processes.
  - Management and oversight for all expenses, investments, and acquisitions.
- Oversees the complete life-cycle of sponsored programs administration, including but not limited to:
  - Pre-award responsibilities for coordination, review and approval of documents requiring institutional/administrative approval.
  - All regulatory and compliance office requirements as required by law, policy, or agreement/grant/contract have been met.
  - Award receipt and account establishment, expense monitoring, re-budgeting
  - Account closeout activities
  - Development of report to ensure compliance with requirements of sponsors, local, state, or federal sponsors/agencies
  - Effort reporting

- Development and negotiation of AU's Federal Facilities and Administrative Cost Rate Agreement.
- Maintains and expands research/contract opportunities and provides on-going support for the development of grant and contract opportunities.
- Oversees processes leading to Facilities and Administrative Rate setting.
- Supports Office of Innovation Commercialization in completion of Confidential Disclosure Agreements (CDA), Material Transfer Agreements (MTA), and DUAs.
- Oversees administration logistics of AU Pilot Grants.
- Provides oversight to AURI Research Incentive Program.
- Oversees management of Research Residual Balance Accounts.
- Oversees Import/Export Policies and Administration.

## Management & Leadership

- Provides leadership, direction, and management of all staff and activities within the Division of Sponsored Programs Administration ensuring that all contractual and financial obligations are managed and compliant with institutional, state, and federal regulations.
- Allocates workload to maximize Division effectiveness.
- Facilitates professional growth of staff by accurately assessing learning needs, styles, and barriers to learning and coordinating learning opportunities for staff. Provides opportunities for ongoing professional development for self and staff while maintaining a collegial working environment.
- Works collaboratively with internal and external constituents such as Vice Presidents, Deans, Faculty, etc. in the development and implementation of AU goals and objectives.
- Participates in AU committees and meetings.
- Represents AU at local, state, and national meetings pertaining to sponsored projects.

## Policy Development & Strategic Planning

- Serves as a resource for AU investigators and leaders ensuring that they have the information needed to effectively and compliantly obtain, manage, and close grants and contracts.
- Works collaboratively with the university's Office of Legal Affairs to ensure efficient, effective, and compliant contract review and approval processes and appropriate delegation, where applicable.
- Develops policies and procedures for process improvements and metrics for reporting improvements in all aspects of the Division of Sponsored Programs Administration activities and programs.
- Understands and disseminates information pertaining to local, state, and federal regulations related to sponsored programs administration.
- Creates and implements an approved strategic plan to leverage the existing infrastructure while identifying opportunities for further growth and expansion of research programs at AU.
- Develops institutional policies to be consistent with USG, state, and federal guidelines.

## Reporting Relationships

- Reports to: Senior Vice President for Research
- Partners with: The Office of the Provost, Office of Legal Affairs, Office of Human Research Protection, Office of Clinical Investigative Services, Office of Innovation Commercialization, Deans, Environmental

Health and Safety Division and its compliance committees, Division of Laboratory Animal Services, Information Technology Services, Human Resources, the Controller's Office, and the Graduate School

- Direct Reports: Director, Pre-Award Services, Director, Post-Award Services, Director, Cost Reimbursement & Analysis, Director, Sponsored Contracts and Agreements, Grants Program Administrator, Office Coordinator
- Relates to: President's Cabinet, Health System Leadership Team, Foundation Board Members, Members of the Board of Regents of the University System of Georgia, Government Officials, and other groups relevant to Research Administration



## QUALIFICATIONS & KEY ATTRIBUTES

### Qualifications

- Master's degree from an accredited college or university or equivalent, and at least 10 years' combined experience in financial management, sponsored programs administration, contract negotiation, and research programs administration. A doctoral degree, CPA, or CMA are preferred. A law degree and CRA are desirable, but not a requirement.

### Knowledge, Skills & Abilities

- Proven expertise in budget and financial reporting with ability to accurately analyze complex financial and accounting data.
- Proven experience in promoting and expanding grant opportunities and in securing grants.
- Proven experience in developing and leading a collaborative team environment and in collaborating and leading teams across and throughout the organization.
- Demonstrated understanding of how to work with information technology to increase the effectiveness and efficiency of institutional operations including process redesign and simplification.
- Knowledge of generally accepted accounting principles and financial standards.
- Knowledge of human resource practices.
- Comprehensive knowledge of Uniform Guidance and of state and federal procurement regulations.
- Working knowledge of electronic proposal submission processes.

- Ability to prepare budgets with realistic cost share and indirect cost recovery.
- Strong written communication, oral communication, and presentation skills.
- Strategic thinking with the ability to manage multiple projects and initiatives both collaboratively and independently.
- Ability to assist internal and external auditors with all pertinent data and information essential to completing required annual and special audits.
- Strong computer skills with the ability to master financial and research systems.
- Desire and ability to enact change, strong task orientation and high level of energy.



## A Culture of Collaboration Drives Innovative Discoveries

### Other Personal Characteristics

- Strategic and future-oriented.
- Understands and strives to excellence.
- Effective, creative, a critical thinker, and a problem-solver.
- Creative and flexible in developing and assessing new ideas and ways to evolve Augusta University into the future.
- Proven ability to see the big picture but also dives into details when necessary.
- Passionate, motivational leader. Able to craft an effective yet efficient plan and execute.
- The highest personal integrity and ethics, with a visible commitment to the mission of Augusta University.



# AUGUSTA UNIVERSITY

With locations throughout Augusta and at satellite campuses in Athens, Albany, Rome and Savannah, the university's ten colleges and schools have a truly statewide impact in Georgia.

Home to the [Medical College of Georgia](#), the nation's eighth-largest and 13th-oldest medical school, the university's Health Sciences Campus is at the forefront of health care innovation. Located in beautiful downtown Augusta and housing the state's largest [College of Nursing](#), the comprehensive [College of Allied Health Sciences](#), [The Graduate School](#), the [College of Science and Mathematics](#) and the state's only dental school, [The Dental College of Georgia](#), the Health Sciences Campus is also home to the state's only public academic medical center.

Built in and around a former United States arsenal, the historic Summerville Campus is home to the university's liberal arts curriculum. In the shade of ancient trees, professors from the [Katherine Reese Pamplin College of Arts, Humanities and Social Sciences](#), the nationally ranked [James M. Hull College of Business](#), and the [College of Education](#) prepare students for a lifetime of critical thinking, creativity and entrepreneurial success.



Nestled along the Savannah River, the Riverfront Campus is located in Augusta's growing cybersecurity corridor and houses the state-owned [Georgia Cyber Center](#), a state-of-the-art cyber center comprised of the university's [School of Computer and Cyber Sciences](#), a cutting-edge cyber range, a 340-seat auditorium, secure briefing space, incubator space for innovation and entrepreneurship, and classrooms; as well as proximity to industry professionals and innovative start-ups.

**MISSION** – Our mission is to provide leadership and excellence in teaching, discovery, clinical care, and service as a student-centered comprehensive research university and academic health center with a wide range of programs from learning assistance through postdoctoral studies.

**VISION** – Our vision is to be a top-tier university that is a destination of choice for education, health care, discovery, creativity, and innovation.

Opened in 1991, Christenberry Fieldhouse houses 11 of the Augusta Jaguars' 13 competition sports. In addition to housing all administrative and support staff for the [Augusta University Department of Athletics](#), CFH also houses the College of Education's [Department of Kinesiology](#). The Forest Hills Campus, on which CFH is located, also houses a full-size golf course, baseball, softball and soccer fields and serves as the home of the Jaguars' nationally recognized NCAA Division I golf team.



Our campus libraries, the [Robert B. Greenblatt, M.D. Library](#) on the Health Sciences Campus and the [Reese Library](#) on the Summerville Campus, provide comprehensive information resources and services in support of the teaching, discovery, and clinical care mission of our student-centered research university and academic medical center.

Offering undergraduate programs in the liberal arts and sciences, business and education as well as a full range of graduate programs and hands-on clinical research opportunities, Augusta University is Georgia's innovation center for education and health care. The combination of nationally ranked business and nursing schools as well as the state's flagship public medical school and only dental school makes Augusta University a destination of choice for the students of today and the leaders of tomorrow.

Augusta University's mission is to provide leadership and excellence in teaching, discovery, clinical care, and service as a student-centered comprehensive research university and academic health center with a wide range of programs from learning assistance through postdoctoral studies.

#### VALUES:

**Collegiality** – Reflected in collaboration, partnership, sense of community, and teamwork.

**Compassion** – Reflected in caring, empathy, and social responsibility.

**Excellence** – Reflected in distinction, effectiveness, efficiency, enthusiasm, passion, and quality.

**Inclusivity** – Reflected in diversity, equality, fairness, impartiality, and respect.

**Integrity** – Reflected in accountability, ethical behavior, honesty, and reliability.

**Leadership** – Reflected in courage, honor, professionalism, transparency, and vision.

Augusta University offers more than 170 degree programs in ten colleges and schools, including one of the nation's oldest medical schools, the Medical College of Georgia (MCG); the state's sole dental college, the Dental College of Georgia (DCG); the nationally ranked James M. Hull College of Business; the Katherine Reese Pamplin



School of Arts, Humanities and Social Sciences; Education; Science and Mathematics; Allied Health Sciences; The Graduate School; Nursing; and the School of Computer and Cyber Sciences.

Augusta University's more than 9200 students come from countries around the globe and nearly all of Georgia's 159 counties. Students are taught by some of the most prestigious scientists, clinicians, artists, and scholars in the nation. Faculty members not only convey vital information, many also conduct extensive research. Augusta University has a strong commitment to medical research, building on a proud tradition that boasts such breakthroughs as fertility treatments and beta-blocking drugs for cardiac arrhythmias. Graduate and undergraduate students have opportunities to conduct and present research, and many participate in faculty-led research.

Research plays an important role in Augusta University's mission of providing leadership and excellence in teaching, discovery, clinical care and service. AU's clinical and translational research programs focus on three key areas: cancer, cardiometabolic disease and neurological disease. AU researchers are also developing three emerging areas of research strength: regenerative and reparative medicine, personalized medicine and genomics, and public and preventive health.

AU's state-of-the-art research facilities help embody the vision of being a top-tier university that is a destination for education, health care, discovery, creativity and innovation. This structure and numerous partnerships combined with AU's collaborative environment and outstanding clinical resources place Augusta University at the leading edge of new scientific advancements targeting diseases that directly impact its patients.

Augusta University fields teams in NCAA Division I men's and women's golf, and the men's team claimed back-to-back national championships in 2010 and 2011. In a number of other sports, the Jaguars compete in the Peach Belt Conference in Division II in basketball (AU men's basketball has had 9 NCAA Tournament appearances and 3 Elite Eights), baseball, cross-country, softball, volleyball, tennis, and outdoor track and field.

Augusta University Health consists of Augusta University Medical Center - a 478-bed main adult critical care hospital, the 154-bed Children's Hospital of Georgia (the largest children's hospital in Georgia outside of Atlanta), a Critical Care Center (a 13-county Level 1 regional trauma center), more than 80 outpatient practice sites, and the Georgia Cancer Center.

Augusta University is committed to creating and sharing new knowledge as a university and to growing national and international stature in education, research, and health care.

## SPONSORED PROGRAMS ADMINISTRATION

The Division of Sponsored Programs Administration and the Augusta University Research Institute serve as a central unit to coordinate and support Augusta University's Internal and External Sponsored Projects.

The Division aims to identify, support, and advance opportunities for research, training, teaching, and scholarly activities by managing the entire lifecycle of sponsored project – from proposal and grant development and submission, to contract preparation, award management, and project close out management. The DSPA seeks to advance extramural support programs for the institution by providing administrative, informational, and logistical assistance to faculty and staff, while ensuring compliance with pertinent policies and regulations of the institution, extramural sponsors, and federal oversight agencies.

## AUGUSTA UNIVERSITY RESEARCH INSTITUTE

The Augusta University Research Institute (AURI) Inc. was established in 1981 as a separately incorporated 501(c) 3 to serve AU by enhancing its mission of excellence in research, teaching, and service. AURI serves as the applicant and awardee institution for most sponsored proposals developed by AU's faculty. AURI is supported by the pre-award and post-award staff of the Division of Sponsored Program Administration. As each project is funded, AURI enters into a subcontract with AU for the performance of the work. Sponsor payments are received by AURI and paid to AU. AURI retains a portion of the Facilities and Administrative costs paid by sponsors to support its operations and to fund reinvestment programs.

## ABOUT AUGUSTA, GA

Augusta is a thriving community built on a solid foundation of local pride and artistic eccentricity. Augusta is Georgia's second oldest and second largest city. Full of history, atmosphere, Southern charm, and activities to engage everyone's interest, Augusta is a vibrant and livable community with a cost of living that ranks among the most favorable in the U.S. Sited on the Savannah River with convenient access to the city of Atlanta, the Georgia/Carolina Mountains, and the Georgia/Carolina/Florida coasts, Augusta offers a quality of life that is second to none.



Nestled along the banks of the mighty Savannah River, Augusta offers its visitors, and more than half-a-million residents, traditional Southern charm plus the perks of big city life—arts, culture, shopping, educational opportunities, fine cuisine, state-of-the-art healthcare, sports and a slew of recreational pursuits. Augusta is a city that champions and values variety. Its increased multiculturalism adds to the city's personality making Augusta a very desirable place to live. Here you can literally soak up the best of all worlds.

Augusta hosts a number of major sporting events including the Ironman 70.3 Augusta Triathlon, the Augusta Half Marathon & 10K, the Augusta Invitational Regatta, the Georgia Junior Championship, and the prestigious Masters Tournament.

For additional information, please visit the Augusta Chamber at <https://www.augustametrochamber.com/>

## KEY ATTRACTORS TO THE ROLE

- Career advancing opportunity with a seat at the leadership table for a nationally prominent and growing institution.
- Opportunity to join a university poised to become one of the nation's preeminent public research universities and integrated academic health centers, with a record of commitment to academic teaching, research, scholarship, service, and healthcare.
- A rare opportunity to play a key role in advancing the research capabilities of the nation's next great academic and research university & integrated academic health center influencing pivotal decisions that will define, shape and elevate the future of an evolving research institution.
- Bring your best ideas, and make your mark while building a lasting legacy within an environment where you will be engaged, heard and affirmed.
- Serve as the key executive for Sponsored Programs Administration on behalf of a nationally acclaimed academic, research and healthcare enterprise with a documented commitment to excellence in education, involvement and integration into the community, and an ongoing commitment to building superior facilities, technology, and material resources.
- Geography, climate, demographics, and ambiance combine to offer a superb quality of life in a highly desirable locale where family members will discover a warm, open, highly educated community that offers an outstanding array of amenities, services and cultural opportunities.



# NOMINATIONS & APPLICATIONS

The Search Committee invites letters of interest and nominations to be submitted directly to the search firm, Anthem Executive. Correspondence should include a curriculum vitae and a letter of interest describing relevant experience and interest in the position, and should be submitted to Scott Watson or Michael Ballew at:

[AVPSponsoredPrograms@AnthemExecutive.com](mailto:AVPSponsoredPrograms@AnthemExecutive.com)

Letters of interest and nominations should be submitted by **October 1, 2021** in order to assure consideration. Expressing interest is the first step in receiving consideration and does not make one an applicant for the position.



*Augusta University is committed to providing equal access and opportunity to employees, applicants for employment, and service providers without regard to age, disability, gender, genetic information, national origin, race, religion, sexual orientation or status as a Vietnam War Era Veteran.*