

Research Administrator Cover Letter

4175 Tyisha NeckAminacheater, GA 40780-0610

Dear Tatum Johns,

Please consider me for the research administrator opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for oversight and administration of FCOI reporting and compliance and global research compliance, in partnership with Legal and the Senior Vice President for Research.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Tex and LaTeX helpful, along with scientific typing and editing skills
- Experience with grant and contract administration and managing the financial aspects of sponsored projects
- Experience in sponsored research administration (specifically, locating grant funding opportunities, working with faculty in preparing research budgets and budget justifications, ensuring adherence to sponsored regulations, reporting on large scale grants
- Experience in working collaboratively and cooperatively with a variety of stakeholders
- Experience in interacting with diverse populations in small and large presentation environments
- Experience in university administrative systems
- Demonstrated knowledge of NSF FastLane
- Evidence of prior working relationship with university central sponsored administration office

I really appreciate you taking the time to review my application for the position of research administrator.

Sincerely,

