

# Research Administrator Cover Letter

245 Jarrod Springs Granvilleborough, IL 88642

**Dear Shiloh Hintz,**

I submit this application to express my sincere interest in the research administrator position.

Previously, I was responsible for real-time oversight of high profile research protocols through timely documented reviews of protocol lifecycle actions to assure ongoing compliance with all applicable Federal, DoD, DA, state, host nation, and USAMRMC human subjects protection regulatory requirements.

Please consider my qualifications and experience:

- Demonstrated knowledge of university foundation policies and practices
- Demonstrated knowledge of proposal preparation strategies
- Experience in complex budget development
- Experience in searching for funding opportunities
- Demonstrated knowledge of Federal Acquisition Requirements
- Experience in querying database systems
- Operational knowledge of applicable government and sponsor websites
- Demonstrated knowledge of federal and state regulations governing the management of grants and contracts

**Thank you for your time and consideration.**

Sincerely,

Robin Tromp