

NATIONAL COUNCIL OF UNIVERSITY RESEARCH ADMINISTRATORS

REGION VII

NOMINATION FORM ELECTION 2020

Nominator:

Name: Chris Saxton

Institution: University of Northern Colorado

Position: Director, Office of Research and Sponsored Programs

Phone: 505 319 7355 Email: chris.saxton@unco.edu

Candidate Information:

- Select One: ☐ Chair-Elect (2021)
 ☐ Treasurer-Elect (2021)
 ☒ Member-at-Large (2021-2022)
 ☐ Regionally Elected Member of the National Board of Directors (2021-2022)

Name: Chris Saxton

Institution: University of Northern Colorado

Position: Director, Office of Research and Sponsored Programs

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Nominator's Statement of Candidate's Qualifications:

I have been in the field of research administration for longer than I am willing to admit, but I have loved every second of it! I would relish the opportunity to serve our region.

Attachments:

- 1) Candidate's personal statement
- 2) Candidate's resume
- 3) Candidate's photo (head shot)

Submission Deadline

**Submit required documents via e-mail to Liz Grinstead, Treasurer- Elect, Chair of Region VII
Nominations and Elections Committee at liz.grinstead@colotate.edu on or before **12:00 a.m. MST**
Friday, July 3, 2020.**

I have been blessed to have a long career in research administration and like most of us, it is not what I expected to do in life, but I wouldn't trade a minute of the journey. It would be an honor to be able to serve region VII as the member at large representative as I am extremely passionate about moving the profession forward through mentoring and good research. I have been lucky to meet many of the research administrators throughout the region and I am always inspired by the collective spirit, enthusiasm and willingness to lend a hand. I would love to contribute more and I see this opportunity as a grand venue to do just that.

Paul Christopher Saxton, MPA

(505) 319-7355

chris.saxton_ii@yahoo.com

Summary

Dedicated professional with extensive and significant experience in research administration/sponsored projects/grants development environments. This experience has been earned in higher education and state government institutions and has provided experience in providing leadership, grantsmanship, policy development, policy implementation and program development. I excel at building relationships and infrastructure sustainability.

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|----------------------|---------------|-----------------|--------------------|---------------|
| Microsoft Office SAP | SPSS | People Soft | Technical Writing | Contract Neg. |
| Account Management | Grant Writing | Proposal Dev | Problem Resolution | Training |
| Management Support | Compliance | Policy Analysis | Communication | Mediation |
| Cayuse | Banner | Adobe | Excel | Tech Savvy |

Education

| | | |
|------------------------------------|--|---------------------------|
| Kentucky State University | <i>Bachelor of Arts (BA)</i> | Criminal Justice |
| Kentucky State University | <i>Public Administration (MPA)</i> | Human Resource Management |
| New Mexico State University | <i>Educational Leadership and Administration (Ph.D.) In Progress</i> | |
| <i>(expected Fall 2021)</i> | | |

Professional Experience

University of Northern Colorado

Office of Research and Sponsored Programs
Director

July 1st, 2019 to Present

Summary

Responsible for the day to day operations of the Office of Research and Sponsored Projects of the University of Northern Colorado. This includes supervision of a staff of 7, the Office of Undergraduate Research and the Animal Research Facility. The position is responsible for increasing and sustaining successful grants and contracts activity by working with faculty and staff in researching and identifying prospective resource opportunities to prepare grants for submission, as well as processing and managing the administration of grants and contracts once they have been awarded. Mentors colleagues and assists with development of Web-based tools and resources. Manages in-house contract and agreement development and workflow to assure timely completion of agreement reviews, negotiation, and execution with collaborators as well as sponsors. Provides oversight for large, complex projects.

University of New Mexico

Office of Sponsored Projects
[*Manager, Sponsored Projects*](#)

March 1st, 2017 to June 30th, 2019

Summary

Was responsible for the day to day operations of the Office of Sponsored Projects pre award operations of the main campus of the University of New Mexico. This includes supervision of staff (13) and front line liaison to all of the office's internal and external stakeholders. Was responsible for all proposal submissions and supervises the administrative staff over contracts and awards. Absorbed and retained the duties of the Sr. Sponsored Projects Officer position. This was a promotion from the previous position listed below and functioned as the Assistant Director.

- ❖ Managed and oversaw all day-to-day activities of a work unit involved in the review, negotiation and administration of research, educational, and public service proposals, grants, cooperative agreements, contracts, subawards and may include ancillary research

agreements such as material transfer agreements, confidentiality agreements and data transfer agreements and the provision of technical and administrative guidance and support to faculty and staff seeking outside funding for research, public service, and special sponsored institutional projects.

- ❖ Oversees the activities of a diverse team of professional staff and senior officers to include staffing and hiring, training and development, work allocation and prioritization, performance evaluation, and performance management of departmental staff.
- ❖ Responsible for work unit budgeting, personnel activities, customer relations, training and staffing plans.

- ❖ Responsible for managing a specialized program or area, such as program development or information technology.
- ❖ Ensured university compliance with local, state and federal laws, regulations and requirements.
- ❖ Initiated measures to improve customer service, use of technology, employee professionalism and communication.
- ❖ Oversaw developments and improvements to new or existing applications software to include the development of user requirements, project specifications and implementation programs, and advises on alternative system/application implementation approaches.
- ❖ Coordinated the analysis of user project proposals, identifies potential problem areas, and recommends innovative and practical approaches.
- ❖ Reviewed the development of training materials, and coordinates training programs and workshops in parallel processing and use of large computer systems.

University of New Mexico

Office of Sponsored Projects

Senior Sponsored Projects Officer-Proposals and Contracts

September 26th, 2016 thru February 28th, 2017

- ❖ Guides, trains, leads, and may supervise the work of an individual(s) or diverse team of staff involved in review, negotiation and administration of research, educational, and public service proposals, grants, cooperative agreements and contracts and the provision of technical and administrative guidance and support to faculty and staff seeking outside funding for research, public service, and special sponsored institutional projects.
- ❖ Provides assistance, guidance and counsel during development, pre-submission administrative review, management, authorization and transmittal of grant and contract proposals to federal, state, and private funding agencies.
- ❖ Verifies and ensures ongoing compliance with all applicable regulatory and financial compliance requirements imposed on Institutions of Higher Education including, but not limited to: sponsor, UNM Policies & Procedures, state and federal regulations.
- ❖ Actively participates in the negotiations of terms providing recommendations, assistance and solutions during negotiations as necessary.

- ❖ Reviews and interprets regulations and guidelines of program funding for grants, cooperative agreements and contracts and/or other award documents to determine budget, invoicing schedule, restrictions and other pertinent information.
- ❖ Reviews and approves grant and contract award terms and conditions, renewals, detailed documents, proposals, reports, and/or related materials.
- ❖ Provides training and mentorship to assigned staff and/or to internal and external constituencies on areas of expertise.
- ❖ Defines tasks, responsibilities and outcomes; documents activities and tracks progress.
- ❖ Responds to highly complex situations and solves problems involving numerous and sometimes competing needs while being flexible.
- ❖ Assists in resource planning to meet the needs of project or department goals and schedules.
- ❖ Interacts with senior internal and external personnel on significant technical matters and serves as a consultant on policies, plans, and objectives.
- ❖ Makes administrative/procedural decisions and judgments within broadly defined practices & policies in selecting methods, techniques & evaluation criteria for obtaining results.
- ❖ Manages and coordinates contract set up and maintenance through the resolution of award-related, administrative, and operational issues among stakeholders.
- ❖ Participates in the negotiation and execution of complex research contracts, which may include human subject research, Federal contracts, or pharmaceutical based clinical trial agreements.

University of New Mexico-Health Sciences Center

Center for Psychiatric Research

[Contract and Grants Administrator](#)

2014-2016

- ❖ Negotiated Clinical Trials and State Contracts for PI's
- ❖ Provided analytical and financial support in the proposal development process, contract negotiations and grant administration. Managed funded projects expenditures for the Research unit and department
- ❖ Reviewed and guided stakeholders in the review of financial and administrative management requirements of research contract and grant proposals, awards and transactions to ensure compliance with institutional and sponsor policies
- ❖ Provided pre-award updated information required by sponsor representative through SPO before issue of awards and/or submission. Provided monthly analysis (burn rates, FTE distributions, effort reporting etc) to PI's and suggested options for grants management issues.
- ❖ Researched and disseminated external funding opportunities. Served as a departmental resource on grant/project compliance, and provide critical feedback on departmental eligibility and risk.
- ❖ Assisted leadership with special projects (year-end budget reconciliation, PI and staff trainings etc)

Lone Star College, Tomball

[Director of Resource Development and Grants Administration](#)

2005-2014

- ❖ Managed resources secured from external funders
- ❖ Provided expertise for technical/grant writing
- ❖ Member of the Executive Committee
- ❖ Managed staff associated with grants and contracts
- ❖ Chair, Community Engagement Committee
- ❖ Member, District Development Committee

- ❖ Researched funding opportunities to satisfy needs not met by internal resources
- ❖ Developed mechanisms to motivate faculty to pursue external funding
- ❖ Lead grant writing team
- ❖ Assisted with special population recruitment
- ❖ Assisted Leadership with special projects

The University of Kentucky Research Foundation

Research Administrator IV

2004-2005

- ❖ Managed grants and contracts for the Foundation (47.25 million)
- ❖ Provided technical writing and contract negotiation assistance for various departments
- ❖ Researched opportunities for faculty and staff to pursue external funding opportunities
- ❖ Served as the liaison between faculty grantees and federal grantors

Texas Southern University

Director, Recruitment, Placement and Student Services

2000-2004

- ❖ Developed recruitment and retention strategies for students, staff and faculty
- ❖ Recruited students and faculty
- ❖ Managed and developed all student activities
- ❖ Create relationships within the community to create internships and job placement opportunities
- ❖ Managed all placements (internships and jobs)
- ❖ Provided Grants Development & Training to faculty across the institution
- ❖ Lead the Development Committee-Raised average of 1.5 million per year
- ❖ Oversaw accreditation and co-wrote the Administration of Justice graduate program proposal for the Texas Higher Education Coordinating Board

Kentucky State University

Coordinator of Service Learning and Community Outreach

1998-2000

- ❖ Wrote the grant that funded the Service Learning Initiative
- ❖ Assisted faculty with the implementation of Service Learning Concepts in Curricula
- ❖ Provided undergraduate students with reflective internship and externship opportunities
- ❖ Served as Point of Contact for all Service Learning Initiatives within the community
- ❖ Assisted faculty within the Social and Behavioral Sciences Division with Grants Initiatives
- ❖ Managed staff and student

Commonwealth of Kentucky / Cabinet for Families & Children

Internal Policy Analyst (Student Intern for 10 months)

1996-1998

- ❖ Reviewed Grants and Contracts for Community Partners
- ❖ Wrote and Submitted all Block Grants for the Cabinet
- ❖ Provided Technical Writing Expertise for Divisions submitting Grants
- ❖ Provided compliance expertise to block grant recipients
- ❖ Point of Contact and liaison for the Community Service Block Grant programs

Partial List of Certifications & Memberships

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|--|-----------------------------------|
| National Council of University Research Administrators | (NCURA) |
| National Organization for Research Development Professionals | (NORDP) |
| Certification: Executive Negotiation | UNM Anderson School of Management |
| Certification: Grant Writing | UNM Anderson School of Management |
| Certification Mediation: Practitioner Level 3 | UNM Anderson School of Management |