

NATIONAL COUNCIL OF UNIVERSITY RESEARCH ADMINISTRATORS

REGION VII

NOMINATION FORM ELECTION 2020

Nominator:

Name: Vincent Borleske

Institution: University of Arizona

Position: Director, Engineering Research Administration Services (ERAS)

Phone: 608-241-8529 (cell) 520-621-5254 (work) Email: -vincentborleske@arizona.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: Vincent Borleske – Self Nomination

Institution:

Position:

Phone: Email:

Nominator's Statement of Candidate's Qualifications:

Vincent Borleske has worked in research administration for over 20 years. He began his career by working in the State of Wisconsin, Department of Administration providing oversight for a federal formula grant. In 2006, Vincent transferred to the central Research & Sponsored Programs office at the University of Wisconsin-Madison and spent 3.5 years working there before moving to the College of Agricultural & Life Science. Vincent provided leadership for the research enterprise at the College of Agriculture and Life Sciences on the UW campus for 9 years. In April 2018, Vincent transferred to the University of Arizona, College of Engineering where he currently serves as Director of the college research office.

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.

Personal Statement – Vincent Borleske

In April 2018, I made a cross-country move to Tucson, Arizona. I accepted the position as Director of the Engineering Research Administration Services (ERAS) office and began working at the University of Arizona College of Engineering. I currently supervise and mentor a staff of five and serve as the point of contact for numerous research administration functions for the college including proposal development, compliance, and award negotiations. The last couple years have been exciting for the College of Engineering as we are beginning to see growth and diversity in the college research portfolio.

Previous to the University of Arizona, I had the fortune to work at the University of Wisconsin-Madison in both the central sponsored projects office and then in the College of Agricultural & Life Sciences where I managed the research division. I learned a great deal working at UW-Madison including the importance of mentorship, that thoughtful training builds individual confidence and strong teams, and that we work in a field that is constantly changing. These are efforts that I believe that I can contribute to if I can serve as the Regionally-Elected Member of the National Board of Directors for the 2021-2022 term.

In my current position, I continue to reach out to colleagues in Madison, WI and across the country when I am feeling challenged. Whether it is a conversation with a faculty member, a new form to fill out, or a DFAR clause I have not seen before, I often find myself consulting with mentors who have guided me in the past or former colleagues that I believe have expertise that I can borrow. These connections are vital in being effective within my position. As a regional representative, it would be a goal to develop lines of communication between Region VII members and to gain awareness of other resources available for mentorship and leadership for Region VII.

I also have come to appreciate a robust professional development plan for the research administration staff that I work with. Expanding knowledge through education and having the opportunity to talk face-to-face with fellow NCURA members from across the country is invaluable. Given the current state of many university budgets resulting from the COVID-19 pandemic, professional development will change. I would like to represent Region VII in those conversations related to how we continue to promote education and learning with limited physical ability to travel and even smaller budgets to pay for continuous learning.

Finally, acknowledging that research administration is in a state of current change would be an understatement. Like many of my colleagues, the University of Arizona has been working remotely since March. My staff will continue to work remotely until at least the end of 2020. Adjusting to this change has been difficult managing employee motivation, work distribution, and just staying “connected” so that folks can perform their duties effectively. The longer that we work remotely will dramatically impact how work looks when things “get back to normal.” Again, I would like to represent Region VII in these discussions and be able to share resources and ideas for research administration staff within Regional VII when conversations start about how to safely return to campus and how we further continue to allow flexibility in the workplace.

These are just a few items that I would focus on as the Regionally-Elected Member of the National Board of Directors for Region VII. I look forward to the possibility of serving with and for you over the next two years.

Vincent J. Borleske
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Madison, Wisconsin 53704
vborleske@hotmail.com
608-241-8529

Education: Northern Michigan University, Masters of Public Administration, 1994
University of Wisconsin-Parkside, BA, Political Sciences, 1991

Work Experience:

April 2018 – Current Engineering Research Administration Services (ERAS), College of Engineering
University of Arizona, Title: Director

I began working at the University of Arizona in April 2018. Over the last two years, I have spent considerable time working with the ERAS staff to improve internal systems for preparing proposals and tracking work outcomes. We have improved internal tracking systems including creation of an electronic filing system and have eliminated duplicative or unnecessary administrative duties in the proposal development process. For FY20, the ERAS team submitted 400 proposals totaling \$227 million in funding requests. The College of Engineering also exceeded \$24 million in research expenditures reversing a multi-year trend of decreasing research activity. The staff of ERAS is also committed to improving post award administration of grants and will be working to develop a more broad understanding of the post award management of projects in the next few years. Lastly, I have been very involved in developing a more robust compliance management system within the College of Engineering. This includes monitoring conflict of interest reporting and the development and implementation of management plans, working with export control to insure appropriate review of engineering programs, and consulting with the compliance office on issues related to human subject research.

I have also been very involved in University of Arizona initiatives to improve administrative processes and to develop the infrastructure to conduct classified research. I have been involved on committees that have reviewed contract signing authority and processing of agreements on the campus. I am also involved in working on improving processes for the internal routing for proposals. I have participated on a number of hiring committees in the export control office, conflict of interest office, and the College of Engineering search for as Associate Dean for Research. Given the types of research that faculty are interested in on the University of Arizona campus, I have also been involved in developing procedures for the potential of the University to host classified research. This includes proposal processing, hosting and maintaining information and communications, and promoting collaboration amongst faculty.

July 2009 – March 2018 College of Agricultural & Life Sciences (CALS), Research Division
University of Wisconsin-Madison, Title: Distinguished Administrative Program Specialist

During my tenure in CALS at UW-Madison, I supervised and provides administrative support for the college's preaward research infrastructure. I monitored and distributed tasks to four employees, including other academic staff, who were responsible for all preaward functions for the college. The preaward team managed a number of complex tasks related to proposal preparation and submission, proposal follow-up, negotiating terms and conditions of award documents and completing award set-ups in the University accounting system. I supervised the staff and worked to insure that the division was meeting all proposal deadlines. I also trained and supported staff in reviewing and negotiating industry contracts, material transfer, confidentiality, data transfer, fee-for-service and other collaborative agreements.

While working at the CALS Research Division, I developed a broad knowledge base regarding federal agency proposal submission requirements including grant proposal guidelines for the National Institutes of Health (NIH), National Science Foundation (NSF), United States Department of Agriculture (USDA), and the National Aeronautics & Space Administration (NASA). I developed familiarity with federal electronic submission systems including grants.gov, eRA Commons Assist (NIH), Fastlane (NSF), and NSPIRES (NASA). I also gained significant experience working directly with state agencies including the Wisconsin Department of Natural Resources (DNR) and the Department of Agriculture, Trade and Consumer Protection (DATCP). Finally, CALS served as a strategic partner with commodity board partners across the state and region including partners in the corn, soybean, and milk industries. These nonfederal partners included international collaborators providing important and vital annual research support to the college.

CALS had an annual \$75 million award portfolio. The staff submitted more than 700 proposals a year totaling \$272 million in requested funding for FY2017. This included almost \$2.4 million of industry research contracts. The CALS Research Division also processed approximately 350 non-funded agreements including material transfer, confidentiality, data transfer, and fee-for-service agreements each fiscal year.

Supervision/Management Responsibilities

- Hired, trained, developed and managed research administrative staff to ensure that a qualified team exists to meet CALS and University preaward objectives.
- Supervised and delegated duties to a staff of four individuals. Provided performance management reviews and worked with staff on issues related to continuous improvement. Participated in the setting of individual and team wide goals and objectives; developing and implementing team-building strategies and assessing and tracking workload volume and complexity.
- Provided daily consultation to CALS Research Division staff on operational issues and interpretation of governing regulations and requirements including university policy, sponsoring agency regulations and federal guidelines including Uniform Guidance.
- Made recommendations to the CALS Deans office regarding policy and procedure revisions to improve pre-award services; established and monitored standard operating procedures for pre-award service delivery; and developed internal performance metrics to ensure high levels of service and accomplishment of objectives.
- Communicated, facilitated, prioritized and problem-solved with CALS administration, research division staff, principal investigators, and others to ensure proposal and award negotiation quality and responded to complex issues raised by principal investigators and/or department chairs or administrators related to the preparation of proposals and the negotiation of contracts.
- Provided technical leadership to the CALS Research Division team to ensure compliance with sponsors, university and any other applicable guidelines. Assist departments with understanding and implementing Uniform Guidance and sponsor agency policies and procedures in regard to research. Manage and supervises all proposal review and submission activities.
- Assessed training and technical assistance needs of the college. Worked with preaward staff to develop and host various training opportunities including proposal development and federal agency updates.
- Developed professional development training plans for the CALS research division staff including identifying appropriate training needs and events and working with the college to secure the necessary resources to support continuous learning.

PreAward Experience

- Served as the primary contact for a number of CALS academic departments and principal investigators for any purpose related to preaward research administration.
- Reviewed and provided final approval of research proposals submitted to local, state, national and international sponsors including industry, nonprofit, and government institutions. This included reviewing applications for sponsor requirements and that applications comply with university research policy.
- Completed final budget review for applications including confirmation of appropriate calculations for salaries, fringe benefits, research supplies, travel, tuition remission and university indirect costs. Revised budgets per sponsor instructions and funding level commitments.
- Prepared, wrote, and reviewed a variety of agreements including confidentiality agreements, memorandums of understanding, material transfer agreements, agricultural testing agreements, industry contracts, and federal contracts for final review and signature by the university signatory. This included a bi-annual internal memorandum with the central campus sponsored programs office designating submission responsibility to CALS for all proposals and signature authority related to preaward documents.

Negotiation Experience

- Reviewed grant award documents including federal Notice of Grant Awards (NOGAs) for appropriate terms and conditions. This included federal grants, cost-reimbursement contracts, cooperative agreements, joint venture agreements and other award mechanisms.

- Examined contract language from local, state, federal, and international funders. Discussed and negotiated terms and conditions of awards with sponsors in partnership with the Office of Industrial Partnerships (OIP) and Research & Sponsored Programs (RSP). Prepared final contractual documents for university signature.
- Worked directly with sponsors to resolve issues related to contract compliance or project deliverables.
- Developed a process for divisional review and approval of fee-for-service agreements.
- Consulted with the Wisconsin Alumni Research Foundation (WARF) on issues related to intellectual property (IP) including the appropriateness of contract terms for industry research agreement, confidentiality and material transfer agreements, and rights to background IP.

Significant Funded Proposals

USDA NIFA – Evaluating Innovation & Promoting Success in Urban & Regional Food

PI: Stephen Ventura Total Funding: \$4,950,392 Project Dates: 2/1/2011 – 12/31/2016

USDA, Forest Service – Spotted Owl Population Dynamics in the Central Sierra Nevada

PI: M. Zachariah Peery Total Funding: \$1,048,842 Project Dates: 4/6/2011 – 12/31/2015

DHHS, NIH – Newborn Screening, Malnutrition and Lung Disease in Children with Cystic Fibrosis

PI: Huichuan Lai Total Funding: \$3,092,448 Project Dates: 9/5/2011 – 7/31/2017

NASA, Goddard Space Flight Center

PI: Volker Radeloff, Jennifer Alix-Garcia, et al. Total Funding: \$1,200,002 Project Dates: 7/1/2012 – 6/30/2016

USDA NIFA – Climate Change Mitigation & Adaptation in Dairy Production Systems of the Great Lakes Region

PI: Matt Ruark & Margaret Jahn Total Funding: \$9,999,086 Project Dates: 2/15/2013 – 2/14/2018

Bill & Melinda Gates Foundation – Novel Vaccine to Control and Cure Animal African Trypanosomiasis

PI: John Mansfield Total Funding: \$2,525,091 Project Dates: 8/20/2015 – 7/31/2018

Nestle Shuangcheng – Dairy Farming Institute, Curriculum & Training Project Development and Evaluation

PI: Pamela Ruegg, David Combs, & Victor Cabrera Total Funding: \$2,446,731

John Deere & Company – various projects PI: Kevin Shinnors and Brian Luck

Total Funding for research projects to CALS: \$1,470,208 Project Dates: 5/15/2009 – Present

Annual commodity partner funding includes: Approximately \$500,000 for soybean research from the Wisconsin Soybean Marketing Board, \$1.8 million from the Wisconsin Milk Marketing Board, and \$300,000 in research funding from the Wisconsin Cranberry Board and the Cranberry Institute.

March 2006 – July 2009 Research and Sponsored Programs (RSP), University of Wisconsin-Madison

Title: University Grants and Contract Specialist – Senior

As a Senior University Grants and Contract Specialist, I worked with both pre and post award functions at RSP. I worked closely with academic departments, division offices, and principle investigators to insure timely and accurate submission of proposals and review of documents needed to finalize proposal awards. I was also involved in negotiation of both federal and nonfederal contracts and completed award set ups including the confirmation of conflict of interest, IRB protocols, cost share, and effort reporting. From April 2008 through July 2009, I served as the lead in proposal submission including overseeing the submission of over 600 proposals between March-July 2009 in response to the American Reinvestment and Recovery Act (ARRA).

Preaward/Post Award Experience

- Reviewed and submitted proposals routed to RSP including a final review of fiscal accuracy and appropriate cost allocations for direct and indirect costs.
- Worked directly with dean's offices, department chairs and administrators, and PI's to submit timely and complete proposals.

- Supported the preparation, submission, and review of applications and negotiated federal and nonfederal award agreements.
- Completed award set-up after reviewing effort and cost share commitments, spending edit accuracy, and applicable protocol approvals.
- Monitored RSP WISPER worklist and assigned proposals, agreements, award modifications, and advance account requests to appropriate preaward staff.
- Audited clinical trial accounts to balance budget and receipt discrepancies.
- Processed no-cost extensions with federal and nonfederal sponsors.

Negotiation Experience

- Examined documents and award notices for preaward terms and conditions and interpreted clauses for compliance with university, state, and sponsoring agency policy.
- Negotiated state and federal contracts including cost-reimbursement and fixed-price agreements including review of Federal Acquisition Regulations (FAR) clauses and Defense FAR (DFAR) clauses.
- Worked with WARF to review and negotiate IP clause in federal and nonfederal agreements.
- Reviewed and negotiated confidentiality agreements, no-fund agreements, and MOU's.

Supervision & Training

- Provided on-campus training for WISPER in both lecture and hands-on training format for RSP and the School of Medicine and Public Health.
- Supervised LTE staff and worked with pre and post award staff to coordinate tasks during PeopleSoft conversion.
- Trained LTE staff on administrative duties of the front office during business hours.
- Assisted with the identification of applicants and made hiring recommendations for open positions at RSP.

November 2000 – March 2006 State of Wisconsin, Department of Administration

Title: Grants Specialist, Wisconsin National & Community Service Board (WNCSB)

*As a Grants Specialist with WNCSB, I served as a program officer working directly with federally funded AmeriCorps*State programs. The board is made up of 22 citizen members appointed by the governor to select and manage a portfolio of national service programs. AmeriCorps programs, like Peace Corps, provide year-long service opportunities to individuals between the ages of 17-80 to support innovative programs that meet compelling local needs. Annually, the WNCSB provided about \$4 million dollars in grants that supported between 600-800 individuals serving in the program.*

Procurement Duties

- Reviewed federal program guidance and wrote State of Wisconsin Request for Proposal and application instructions.
- Managed the Notice of Intent to Apply process and responded to organizations expressing an interest in AmeriCorps funds.
- Recruited peer reviewers to complete the state level assessment of the quality of applications submitted.
- Created written recommendations and presented funding priorities to the board committees and full board of directors.
- Consulted with organizations on required revisions to applications to meet state and federal policies. Provided written feedback and facilitated revisions to improve narrative and budgets prior to federal submission.
- Managed on-line federal application process for the State of Wisconsin including submission of application portfolio of programs.
- Worked with federal agency to facilitate grant award process ensuring appropriate funding levels and carry over to maximize resources available to programs in Wisconsin.
- Scheduled and led contract negotiations with organization selected for AmeriCorps funding.
- Worked with Department of Administration accounting staff to streamline record keeping of payments to subgrantees to expedite financial reporting to the federal government.

Training and Technical Assistance

- Designed and wrote curriculum manuals for on-line grant application and reporting guidelines.
- Lead meetings for program directors and web-based training for six to thirty-five people including making arrangements for attendance, facilities, food and agenda development.

- Wrote guidance memo's regarding federal policy interpretation as applied to Wisconsin programs. Served as liaison between funded programs and the federal agency for policy questions and clarifications.
- Served as first point of contact for verbal and email technical assistance for six to nine programs.

Program Monitoring Duties

- Worked with state formula funded projects to ensure compliance with federal regulations regarding AmeriCorps member eligibility and service.
- Audited service member personnel files for appropriate documentation to establish eligibility, time reporting, evaluation, and service completion.
- Conducted member focus groups and interviews with program staff to insure program standards and to evaluate completion of programmatic goals.
- Wrote compliance reports to programs outlining continuous improvement suggestions and compliance issues needing corrective actions.
- Processed monthly reimbursement payments to subgrantees reviewing federal expenses claimed and cost share expenses.
- Ensured quarterly cost share reporting requirements for members, operational, and administrative costs.
- Reviewed budget modification requests and prepared requests for board consideration and approval.
- Conducted annual financial audit of expenses for each program that included a review of claimed personnel, training, travel, supplies, and administrative expenses. The audit process included reviewing agency general ledger detail versus claimed expenses and reviewing receipt documentation for specific income and expenses claimed on financial reports.

UW Madison Committees and Workgroups

WISPER Development Team (2007/08) – Worked with RSP team to assist in developing WISPER functionality, the current electronic system for routing and approval of applications and other agreements. This team was also responsible for developing both lecture and hands-on curriculum for campus training.

Cayuse Training Team (2008) – Member of the campus team that implemented Cayuse, the system-to-system solution for grants.gov submissions currently used on campus. This team developed expertise using the Cayuse submission system and created curriculum materials for campus training.

CALS Committee on Academic Staff Issues (2013-2016) – Provides guidance to CALS Deans on issues related to academic staff in CALS. Served a 3-year term ending May 2016. Chair of the CALS Academic Staff Awards and Professional Development Subcommittee for 3 years.

RSP Effort Advisory Group (2015-Present) - Research & Sponsored Programs (RSP) committee charged with reviewing campus effort policy and implementation of effort reporting procedures on the UW campus.

RSP Commitment Tracking Workgroup (2016-Present) – Specialized workgroup that is reviewing how faculty can better track commitments to research projects using current online tracking tools. This group was convened in January 2016.

Office of Industrial Partnerships Workgroup (2013-Present) – Provide guidance and input on issues related to industry contracting including reviewing university template language for agreements and mechanism to improve negotiation with sponsors.

UW Madison Research Administration Series Presenter (2014-2017) – Served as a presenter for the “Agreement Types” training session. This event is one of several training opportunities offered to new research administrators on the UW campus and is hosted by a number of research administration experts. This session covered agreement types, terms and conditions for negotiation, and provided background information on the different types of sponsors the university works with and an introduction to the administrative offices responsible for approving and signing agreements.

Recognitions/Awards

Academic Staff Professional Development Grants

\$1,000 scholarship award to attend the NCURA PreAward Conference, New Orleans, LA, March 2013

\$577 scholarship award to attend the NCURA Regional Conference, Chicago, IL, March 2015

\$628 scholarship to attend the National Institutes of Health (NIH) Grants Conference, Chicago, October 2016

Certificate for “Principles of Supervision and Management,” University of Wisconsin-Madison, February 2013

Conference Committees/Presentations

National Council of University & Research Administrators (NCURA) March 2020
Pre-Award Research Administrators Conference – San Juan, PR
“Packaging Your Proposals – Negotiating Annual Proposal Submission & Award Processes Through Master Agreements.”
This one-hour training session focused on the benefits and challenges of working with sponsors who contribute annual research dollars through the implementation and use of master agreements.

National Council of University & Research Administrators (NCURA) March 2015
Region IV Spring Meeting – Chicago, IL
“Do You Have Any Tips for Developing a Budget or Writing a Budget Narrative for USDA?”
Hosted a 45-minute “hot topic” discussion round table on developing budgets for USDA proposals

National Council of University & Research Administrators (NCURA) April 2013
Region IV Spring Meeting – Milwaukee, Wisconsin
“Award Fest: Negotiating an Award with USDA NIFA.”
This session was presented a case study of the negotiation process with USDA NIFA as it relates to a 5-year, \$10 million dollar award to the University of Wisconsin-Madison. This outlined specific examples of proposal follow up and provided a timeline for award negotiations.

National Council of University & Research Administrators (NCURA) March 2013
Pre-Award Research Administrators Conference – New Orleans, LA
“10 Simple Tips for Developing a USDA Proposal Budget and Writing a USDA Budget Narrative.”
This session covered USDA requirements for proposal budget and budget narrative development including tips and techniques to reduce the award negotiation process.

National Council of University & Research Administrators (NCURA) April 2011
Region IV Spring Meeting – Cleveland, Ohio
“Taking the ‘Trial’ and Tribulation Out of Agricultural Field Trials: How do we Identify, Process and Manage Them?”
This session evaluated key questions related to how the University works with industry to support research through agricultural testing agreements or field trials.

National Council of University & Research Administrators (NCURA) August 2008
Pre-Award Research Administrators Conference – Hilton Head, SC
“Grants.gov Packages vs. System-to-System: Enhancing the Change in Electronic Systems.”
Presented on the topic of electronic application submission to federal agencies and differences between using grants.gov application packages versus System-to System submission programs. Led the concurrent session and a follow up discussion group.

Recent Conference Attendance

NCURA Preaward Conference, San Juan, PR, March 2020
ASEE Leadership Institute, Washington DC, March 2020
NSF Grants Conference, New Orleans, November 2018
NCURA Preaward Conference, New Orleans, March 2016
NIH Regional Conference, Chicago, October 2016
USDA National Extension & Research Administrative Officer Conference, San Antonio, April 2017
NSF Grants Conference, Phoenix, November 2017

Memberships/Community Service

National Council of University Research Administrators, Member since April 2007
Messiah Lutheran Church, Capital Campaign Co-Chair (2008)
Madison East High School parent volunteer – Jazz Band and Show Choir (2010-2014)
Wisconsin National & Community Service Board – Application Peer Reviewer (2012).