

# Caryn Charter

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## Overview

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- Over fifteen years experience of research administration, grants experience, program development, and nonprofit management that spans multiple environments including: all aspects of pre-award research at an institution of higher education covering a variety of disciplines; national grant making activities for an institution by managing the application, and award process, and managing awards, as well as assisting in the development and implementation of a program; general administration and grant writing for a corporation, and assistance in running day-to-day operations

<b>Key Words</b>
<a href="#">program</a> <a href="#">grant</a> <a href="#">developing</a> <a href="#">special olympics</a> <a href="#">research</a> <a href="#">member</a> <a href="#">programs</a> <a href="#">activities</a> <a href="#">administration</a>
<b>Alternate Languages</b>
<a href="#">Finnish</a>
<b>Similar Resumes</b>

- I did something fantastic!
- I did something fantastic!

## Objective

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- Utilizing my experience in the field of research administration, obtain a director position of a sponsored research office.

## Employment History

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- 07/2001-Present **Eastern Michigan University** Ypsilanti, MI  
Associate Director, Office of Research Development
- Assisted in the administration and oversight of all sponsored programs at an institution of higher education:
    - Providing leadership to pre-award staff, and supervising operations, including funding search tools, proposal development, and review, contract negotiation, internal authorization process, assisting faculty and staff secure internal cost share
    - Conducting policy review, and development to insure compliance with rules and regulations of various grant sponsors
    - Assisting the University in developing a technology transfer program for university owned intellectual property
    - Serving as an ex-officio member of the Academic Integrity Committee, participating in the development of Responsible Conduct of Research Instruction
- 06/1997-6/2001 **Eastern Michigan University** Ypsilanti, MI  
Project Officer, Office of Research Development
- Provided pre-award services for assigned colleges, departments, and units:
    - Developing, preparing, and negotiating project budgets in accordance with University policy, and all applicable State and Federal regulations
    - Developing, preparing, and negotiation research and service contracts, intellectual property agreements, assignment agreements, and secrecy agreements with both sponsors and potential sponsors, and faculty and staff
    - Identifying potential funding sources for faculty and staff, and disseminating information as appropriate
    - Assisting faculty and staff in securing internal matching funds as required.
  - Assist in creating a campus-wide environment, which promotes research by:
    - Developing the University's capacity to submit proposals electronically and serving as the administrator for various electronic submission systems, including FastLane, and the Department of Defense Central Contractors Registry
    - Providing workshops related to the various aspects of grant writing and proposal preparation, (i.e., overview of the grants of grants and contracts, how to identify funding sources, budget preparation, etc.)
- 2/1996-5/1997 **Grand Traverse Commons Redevelopment Corporation** Traverse City, MI  
Assistant to the Director
- Assisted the Executive Director in administration and execution of projects and activities for a 500-acre nonprofit Planned Redevelopment District (PRD) by:
    - Preparing organizational materials targeted to promote redevelopment opportunities and community involvement in preservation activities, and increase general education and awareness of the activities of the organization
    - Developing strategic planning process and tools for the GTCRC Board of Directors

- Writing and winning grants for projects related to redevelopment and preservation of historic buildings, and natural areas within the PRD, (Michigan Department of Natural Resources, Community Forestry Program, \$5,000; National Trust for Historic Preservation, Preservation Services Fund, \$2,500; Americana Foundation, Feasibility Study to Redevelop Building-50, \$5,000; Rotary Charities of Traverse City, \$5,000, Feasibility Study to Redevelop Building 50
- Coordinating GTCRC Board of Directors Meetings and GTCRC Subcommittee Meetings, including preparation and maintenance of annual calendar, distribution of meeting notices, public notices, and minutes
- Developing, preparing, distributing and recording information for GTCRC Board of Directors Meetings, Executive Committee Meetings, and all Subcommittee Meetings, including board packets, agendas, motions, resolutions, and minutes
- Planning, developing and coordinating community-wide presentations and workshops related to historic preservation topics.

01/1992-10/1994

## **Special Olympics International**

Washington, DC

Grants Coordinator

- Managed day-to-day operations of the Special Olympics International Christmas Record Mega-City, and Community Grant Programs (\$1 Million program budget, \$150,000 administrative budget) including announcements, application and award process, and monitoring and evaluating grant projects by:
  - Developing, preparing and distributing Request for Proposals independently and in conjunction with other departments
  - Screening grant proposals for compliance with program guidelines, working with applicants to revise proposals and program plans, establishing independent review committees to review proposals, and coordinating the grant review and award process
  - Preparing award letters which outlined the terms and conditions of the grant, both programmatically and financially, for approval and signature of the Founder and Honorary Chair
  - Monitoring budgets and expenses of grant programs to assure appropriate spending of grant funds, advising grant programs of infractions, and developing and monitoring corrective action plans
  - Monitoring the progress of grant programs by reviewing progress reports and conducting site visits
  - Revising the guidelines and applications for two existing program categories, and developing a third program category, which reflected the goals and priorities of the organization.
- Assisted in the conception, development and carrying out of the following activities and projects for eleven major cities in the United States:
  - Developing the mission and goals of the Special Olympics Mega-Cities Program
  - Developing program objectives and tasks for the Mega-Cities Program
  - Planning, developing, and coordinating the Mega-Cities sessions at the 1993 Special Olympics Annual Conference, (Disney World, Orlando, Florida [7/93]), and the Special Olympics Leadership Conference, (Yale University, New Haven, Connecticut, [7/94])
  - Planning of the First Annual Mega-Cities Summit and executing logistics for a meeting of eleven U.S. cities, and three international cities, (Miami, Florida [10/93])
  - Establishing and providing technical assistance to one new Mega-City program and eleven existing Mega-City programs
  - Developing, editing and producing "Mega-Bites," the official newsletter for the Special Olympics Mega-Cities Program
  - Developing needs assessment and data collection tools.
- Additional activities undertaken at Special Olympics, not directly related to position responsibilities:
  - Planned, developed, and coordinated the General Session on mental retardation in collaboration with the Executive Director of the Joseph P. Kennedy, Jr. Foundation for the 1993 Special Olympics Annual Conference, (Disney World, Orlando, Florida, [7/93])
  - Produced the Staff Handbook for the 1993 Special Olympics World-Wide Games, Salzburg and Schladming Austria.
  - Served on the Volunteer of the Year Selection Committee in 1994
  - Served as Parent Escort for the 1993 Presidential Inaugural Parade, Special Olympics Athlete Delegation.

## **Education**

June 1997

### **Eastern Michigan University**

Ypsilanti, MI

Master of Public Administration

- Member of Phi Kappa Phi, the nation's oldest, largest, and most selective all-discipline honor society
- Member of Phi Alpha Alpha, a national honor society of graduate students studying public administration

April 1988

### **Eastern Michigan University**

Ypsilanti, MI

Bachelor of Science

- Majors: Political Science and Psychology

## Service and Membership

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2007-2010	<b>Michigan Society of Research Administrators</b> President Elect (2007), President (2008), Past President (2009-2010)	Michigan
2002-2003	<b>Michigan Society of Research Administrators</b> Recording Secretary	Michigan
1997-Present	<b>Michigan Society of Research Adminsitrators</b> Member	Michigan
2007-2010	<b>EMU Chapter of Phi Kappa Phi</b> President Elect (2007-08), Presient (2008-09), Past President (2009-10)	Ypsilanti, Michigan
2002-Present	<b>Society of Research Administrators International</b> Member	National
1997-2001	<b>National Council of University Research Adminsitators</b>	National Member

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