

Diane Ambrose, Ph.D.

Senior-Level Sponsored Programs Administration

Professional Profile

- ❖ High-performing executive in research administration experienced in operations management, building/optimizing organizational processes, and building infrastructure to maximize results and service to faculty, departmental staff, sponsors and other stakeholders
- ❖ Proven leader with experience in directing a diverse, decentralized staff. Proficient in change management, capable of creating a vision and building capacity to affect change and reach goals
- ❖ Skilled strategist who transforms strategic plans into workable solutions and benchmarks performance against key operational targets
- ❖ Subject matter expert knowledgeable in federal, state, and other sponsor regulations and policies that impact research. Knowledgeable in laws, regulations, and policies relating to human subjects, animal welfare, and intellectual property.

Areas of Expertise

Problem Solving	Team Building	Strategic Planning	Influence Management
Training and Development	Change Management	Customer Service	Project Management
Infrastructure Development	Process Improvement	Negotiation & Persuasion	Technology Transfer
Policy Development	Research Development	Research Compliance	Clinical Research

Professional Experience

Director, Office of Research and Sponsored Programs

Jan 2014-Present

Rutgers, The State University of New Jersey

Oversee the pre-award functions for Rutgers, including Rutgers Biomedical and Health Sciences, with \$609 million in sponsored funding and ~4,500 proposal submissions in FY17 and over \$628 million in research expenditures (FY15 HERD Survey). Responsible for all proposal submissions to and awards from not-for-profit, state or federal sponsors, including incoming and outgoing subawards. Responsible for quarterly and annual submission and award reports to Rutgers' leadership and schools. Oversee an operating budget of ~\$2.3 million, supporting 27 staff members.

- ❖ Analyzed and streamlined pre-award operations to reduce administrative burden, increase efficiency, and ensure compliance with federal, state and university policies and regulations. Significantly increased customer satisfaction in multiple areas
- ❖ Worked with post-award office to align processes, improve communication, and streamline operations
- ❖ Implemented new database and electronic proposal submission system (Click Commerce) to create a fully electronic submission process and deliver a robust and transparent user experience
- ❖ Developed training program in research administration for central office and departmental staff
- ❖ Restructured organization to optimize efficiency and the customer experience
- ❖ Developed and implemented new policies to comport with changing federal regulations
- ❖ Represented central pre-award research administration in the Cornerstone project, which involved the implementation of an enterprise-wide accounting system (Oracle), procurement system, and HR system
- ❖ Managed the ongoing integration of pre-award personnel and systems and policy/process realignment resulting from the merger of the University of Medicine and Dentistry of New Jersey and Rutgers
- ❖ Restructured existing reports, crafted new reports, and increased reporting frequency to provide a more complete picture of pre-award activity to the Rutgers leadership, campus chancellors and school deans

Assistant Vice-Chancellor, Office of the Vice-Chancellor for Research, RBHS

May 2012-Jan 2014

Rutgers Biomedical and Health Sciences (formerly University of Medicine and Dentistry of New Jersey)

Responsible for designing and building the research development infrastructure within the Office of the Vice-Chancellor for Research to support and expand the research enterprise throughout the schools and units within Rutgers Biomedical and Health Sciences. Identify, develop and provide research resources and training programs to facilitate faculty and student success in achieving their research goals.

- ❖ Developed and implemented a mentoring program comprised of selected faculty from across the university assisting other faculty with specific concerns or activities on a short-term, focused basis
- ❖ Developed training program on available resources for finding funding and research collaborators
- ❖ Coordinated and supported proposal development teams in the preparation of large, multi-disciplinary proposals; Provided project management for large proposals
- ❖ Assisted in the writing and coordination of select research proposals
- ❖ Managed Rutgers Clinical Research Organization ~ 8 months during search for permanent director
- ❖ Managed the internally-funded Team Science Award, included creating the RFP, coordinating and managing the review committee and notifying awardees.
- ❖ Assisted Associate Vice Chancellor with misconduct cases and other research integrity matters, as needed

Provided research administration leadership to expand the reach and reputation of RWJMS research faculty. Developed and managed programs in support of the research endeavors of the medical school faculty and students. Programs were designed to instill the principles of scientific research, enhance skills and foster an understanding of, if not a passion for, research in RWJMS students.

- ❖ Managed operations of the RWJMS Adult Clinical Research Center and assisted in restructuring of the CRC; added resources and expanded capabilities to address clinical research needs of RWJMS faculty
- ❖ Provided “matchmaking” for industry and others seeking clinical research partners in RWJMS
- ❖ Founding Program Director for the Clinical and Translational Sciences Masters' program offered by UMDNJ-Graduate School of Biomedical Sciences at RWJMS. Created both the Masters and the Certificate programs, including making the application to the state. Directed the admissions process and one of the core courses of the program (Funding for Research, a course designed to teach how to find funding and how to write a successful NIH proposal) http://rwjms.rutgers.edu/gsbs/prospective/ms_cts.html
- ❖ Founding Program Director for the Master in Biomedical Science Program offered by the UMDNJ-Graduate School of Biomedical Sciences at RWJMS. Created program with co-director, managed admissions process, and course offerings/course directors. Negotiated and managed an articulation agreement with RWJMS. Created and managed a course-sharing arrangement with Rutgers Master of Biomedical Sciences Program <http://rwjms.rutgers.edu/gsbs/msbio.html>
- ❖ Authored several grant proposals to build or restore critical research infrastructure at RWJMS
- ❖ Provided key support and project management in the development and implementation of interdisciplinary research collaborations
- ❖ Expanded the scope and supervised the medical student research programs, such as the Distinction in Research Program and the Summer Research Fellowships
- ❖ Managed internal review and nomination processes for “limited submission” funding opportunities and nomination process for research awards/prizes for faculty
- ❖ Administered the internally sponsored seed funding and bridge awards to RWJMS faculty
- ❖ Created seminar series and other educational programs for faculty to foster interest and participation in clinical and translational research

Directed the office responsible for all aspects of pre-award, non-financial research administration, including proposal submission, award acceptance, and human subjects and animal welfare protections. Responsible for the administrative

support of all faculty research and other scholarly activities while ensuring compliance with all federal, state, and university regulations, policies, and procedures. Managed an office of over 20 employees with an operating budget in excess of \$1.5 million and incoming awards of over \$300 million.

- ❖ Provided oversight to the Compliance Subdivision of ORSP (IACUC and IRB functions)
- ❖ Negotiated and managed F&A return agreements for individual research awards and F&A waivers
- ❖ Revised and produced the annual report on awards data for Rutgers to include additional information
- ❖ Streamlined submission processes and implemented the COEUS database to enable system to system proposal submission to the federal government
- ❖ Managed the unit during the roll-out of grants.gov and other electronic systems that impacted proposal submission/grants management
- ❖ Developed and implemented training programs relating to research and sponsored programs, including a quarterly departmental research administrators meeting coordinated with the post-award office

Associate Director, Special Projects, Office of Research and Sponsored Programs

Jan 2001-Oct 2006

Rutgers, The State University of New Jersey

Managed and implemented special projects and initiatives on behalf of the Associate Vice President of Research in support of faculty research.

- ❖ Managed the Rutgers Technology Center at Knightsbridge Road; involved generation of subleases for tenants, financial management of the facility, and facility operations and maintenance
- ❖ Revised Rutgers' Conflict of Interest policy to comport with PHS policies.
- ❖ Managed Financial Conflict of Interest reviews on behalf of Associate VP of Research and created and implemented management plans working with the deans of affected faculty
- ❖ Chaired committees advising the Associate VP of Research on increasing funding from NSF and NIH
- ❖ Provided administrative support to faculty submitting large, collaborative proposals
- ❖ Created and implemented workshops and seminars to address faculty research needs and interests
- ❖ Acted as liaison between Associate VP of Research and the Technology Transfer and Research offices
- ❖ Represented Rutgers as a member of various organizations in the state (BIONJ, NJTC, NJEDA, NJCST)

ADDITIONAL POSITIONS

- ❖ **Licensing and Contracts Associate, Office of Corporate Liaison and Technology Transfer, 1999-2001**
Rutgers, The State University of New Jersey
- ❖ **Assistant Manager, Research Support Services, Center for Technology Transfer, 1998-1999**
University of Pennsylvania
- ❖ **Technology Transfer Intern, Center for Technology Transfer, 1997-1998**
University of Pennsylvania

Education

*Post-doctoral Fellowship, Fox Chase Cancer Center, Fox Chase, PA 1994-1997

*Ph.D. in Pathobiology/Experimental Pathology, University of Pennsylvania, Philadelphia, PA 1994

*B.A. in Chemistry, Case Western Reserve University, Cleveland, OH 1986

*B.A. in Medical Anthropology, Case Western Reserve University, Cleveland, OH 1986

Professional Organizations

National Council of University Research Administrators

Society of Research Administrators International

National Organization of Research Development Professionals

Council on Governmental Relations

Big 10 Academic Alliance

American Cancer Society (Board member)