Stacy Lewis
254-462-9917
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Knowledge , Skills and Abilities:

Education:
Georgia State University, College of Art and Science, Atlanta, GA
Bachelor of Arts in English: Rhetoric and Composition

Certifications:
Society of Research Administrators
International Certifications:

- Principles in Pre-Award Research Administration
- Principles in Proposal Development
- Principles of Post-Award Financial Research Administration
- Relationships, Roles, and Responsibilities in Research Administration
- Principles of Award Negotiation and Set-up

CITI Programs:

- Good Clinical Practice and ICH (GCP)
- Clinical Research Coordinator Certification (CRC)
- Biomedical Focus for IRB Support Staff

Technical, Communication and Grant Management Skills:

- Proposal Writing
- Grant Management
- Technical Writing
- Customer Service
- Facilitator
- Risk management
- Quality Assurance
- Pre/post award
- Award Close-out
- Time Management
- Database Management
- Project Management
- Grant Solutions
- SharePoint
- Grants.gov
- Interpersonal Skills
- ASSIST
- eRAcommons
- Power Chart
- Cascade CMS
- OMB Circular 2 CFR
- Research.gov

Qualifications
Associate Sponsored Research Analyst, Emory University – Atlanta, GA 01/2021 - 10/2022

- Aided faculty and staff in preparing standard grant applications and proposals for funding agencies and sponsors.
- Assisted senior leadership with compiling and entering proposals/grants in various internal and
- external databases.
- Provide guidance with regards to the application and evaluation process to applicants and grantees and resolve any questions that may arise by being appraised of new and revised Federal grant rules, policies, and procedures that may impact internal and external customers and partners.
- Interacted with funding agencies, faculty, and staff to resolve guideline, grant management, and proposal issues and to determine award status.

- Negotiated and drafted terms and conditions for agreements with various sponsors and other intuitions
- Reviewed and determined if the faculty's research is compliant with human and animal subject Policies
- Applied grant analysis principles and program requirements to evaluate, assess, and make recommendations related to the review of grant proposals
- Processed standard agreements and subcontracts with sponsors.
- Assisted in organizing and conducting educational seminars/workshops for faculty and staff
- Developed and implemented job aids and SOPs to assist co-workers and other departments
- Applied/interpreted Federal grants management laws, administrative rules, policies and regulations when reviewing actions and providing guidance.
- Managed pre-award and post-award activities for several proposals and agreements.
- Provided oversight and monitor the administration of programs and projects by grantees, school administrators and other program officials to ensure that all requirements and conditions of the grants are met.
- Reviewed and collaborated with others to ensure that grant lifecycle activities are completed in accordance with the appropriate internal and external guidance, policies, and procedures

Clinical Research Interviewer II, Emory University: School of Medicine – Atlanta, GA 02/2020 – 01/2021

- Recruited, screened, and contacted participants to obtain data for CDC / NIH funded research.
- Interviewed participants using various communication methods
- Imported and exported collected data to the RedCap platform.
- Conducted medical chart reviews to check for eligibility for several NIH/CDC funded research projects.
- Participated in Veterans Affairs (VA) Research projects.
- Designed,edited, and proofread documents for internal and external communication.
- Assisted with gathering materials to ensure the project was compliant with IRB.

Patient Access Specialist, Emory Healthcare - Atlanta, GA 01/2018 – 02/2020

- Scheduled appointments for patients and providers.
- Communicated confidential health information to patients and families.
- Supported Brain Health Department clinicians.
- Monitored and maintained patient's sensitive documentation by following HIPAA protocols.
- Updated medical records.
- Transcribed technical medical terminology to ensure the patient's understanding.

Grant Writer Intern, My Girl Talk – Atlanta, GA 01/2015 – 05/2015

- Reported and manipulated data for research, development, and presentation purposes with the use of Excel.
- Increased fundraising and the number of participants with yearly and monthly events by 25%.
- Supervised volunteers and staff members during fundraising events.
- Established a filing system for participants and regular donors which increased productivity by 10%.
- Assisted staff and leadership submit proposals for various projects to gain funding.
- Submitted progress reports quarterly budget.
- Tracked various project timelines using excel.

- Collected data and documents to prepare for any IRS tax audits to maintain 501(c) (3) status.
- Facilitated board meetings, established agendas and collected meeting minute

References:

Name: Sunair Sayani
Organization: Emory University
Relationship: Supervisor
Title: Assistant Director, OSP - Grants
Email: sunair.sayani@emory.edu
Phone: 404-727-4054
Address: 1599 Clifton Road NE - 4th Floor
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Name: Yasmin Ali
Organization: Emory University
Relationship: Co-worker
Title: Pre - Award Manager RAS - ABOSS
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Atlanta, GA 30322

Name: Mandy Ford
Organization: Emory University School of Medicine: Division of Transplantation, Department of Surgery
Title: Professor
Organization: Emory Transplant Center
Title: Scientific Director
Relationship: Customer - worked directly on several grant submissions.
Email: Mandy.Ford@emory.edu
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