

**Pauline Lipscomb**  
Harrogate, TN 37752

pdlipscomb@gmail.com

423.489.3275

---

### Education

BA Psychology, Union College, 08/1995  
MA Education, Psychology Emphasis, Union College, 08/2000  
EdD, Educational Leadership, Psychology Emphasis, 12/2013

### Experience

**Senior Grant Proposal Specialist**, (01/01/2022 – 06/29/2022)  
University of Kentucky, College of Medicine

- Provides externally funded/research Pre-Award submission and preparation assistance for an assigned portfolio of units (departments and centers) within COM.
- Serves as the primary COM Pre-Award resource for those unit administrators and PIs through expert knowledge of grant and contract management rules and regulations, technical expertise, and analytical skills. Assisted in the formation and organization of the University Research Committee (URC).
- Manages administrative research activities for large/complex proposal submissions. Prepares proposal budgets and ensures compliance with sponsor and university policy.
- Prepares a variety of sponsor and UK forms. Advises on complex grant and contract questions and prepares grant proposal packages per SRAS SOPs.
- Prepares the electronic Internal Approval Forms and answers any form-related questions on UK policy.
- Provides education, training, and guidelines for PIs and department staff on Pre-Award grant processes, forms, and policies.

**Faculty, previously known as “Course Mentors”, Graduate Research**, (08/2014 – 12/2021)  
Western Governor's University, College of Education

Courses Taught:

#### *Master's Capstone*

Culminating project for the master's programs in education.

- Program Development Specialist (PDS – Team Lead) for Capstone team.

#### *Research Foundations*

The course focuses on essential concepts in educational research, including quantitative, qualitative, mixed, and action research; measurement and assessment; and strategies for obtaining warranted research results.

#### *Research Questions and Literature Review*

The course focuses on how to conduct a thorough literature review that addresses and identifies important educational research topics, problems, and questions, and helps determine the appropriate kind of research and data needed to answer one's research questions and hypotheses.

### *Research Design and Analysis*

The course focuses on applying strategies for effective design of empirical research studies. Particular emphasis is placed on selecting or constructing the design that will provide the most valid results, analyzing the kind of data that would be obtained, and making defensible interpretations and drawing appropriate conclusions based on the data.

### *Research Proposals*

The course focuses on planning and writing a well-organized and complete research proposal.

### **Executive Director, Research, Grants and Sponsored Programs (01/2007 – 07/2014)**

Lincoln Memorial University (LMU), Harrogate, TN

- Started the first LMU Office for Research, Grants and Sponsored Programs (ORGSP).
- Created the ORGSP policies and procedures handbook, website, and newsletter.
- Organized the formation and registration of the first LMU Institutional Review Board (IRB).
- Assisted in the formation and organization of the University Research Committee (URC).
- Completed NCURA Sponsored Program Administration I and II.
- Attended the Health Care Compliance Association (HCCA) Compliance Academy Seminar.
- Worked to submit and manage HRSA AEN grants for family nurse practitioners (\$815,000 first award, \$1,060,00 competing continuation award) and nurse anesthetist program (\$1,051,000).
- Worked with the LMU DeBusk College of Osteopathic Medicine (DCOM) to submit and manage HRSA Physician Assistant Training Program Grant – \$1.98M.
- Helped to develop the LMU Mini-grants program to promote pilot research projects.
- Developed and delivered internal and external training modules and materials for faculty.

### **Educational Research Consultant (03/2003-12/2006)**

University of Alabama Birmingham School of Medicine (UASOM)

Birmingham, AL

- Developed major grant applications (NIH, CDC, AHRQ, HRSA).
- Developed proposals for a writing service for ESL (English Second Language) researchers.
- Helped to design and implement the UASOM Scientific Writing Seminar Series.
- Identified, developed, and maintained a large volume of institutional information into useable boilerplate documents for the School of Medicine research website.
- Worked individually with both mentors and career development award (K award) applicants to assist with preparing and critiquing training grant applications.
- Worked to develop applications for the Comprehensive Cancer Center, the Minority Health Research Center (MHRC), and Project EXPORT.

### **Psychology Instructor**

Central Kentucky Technical College

Main Campus, Lexington, KY

Anderson Campus, Lawrenceburg, KY

August 2001-December 2002

### **Psychology Instructor**

University of Kentucky, Lexington Community College

Lexington, KY

August 2002-December 2002

### **Assistant Director, Family Resource Centers**

Middlesboro Independent Schools

Middlesboro, KY

January 1999-August 2000

#### Responsibilities and Accomplishments:

- Certified Parent Educator, PAT National Center, St. Louis, MO.
- Neuroscience and Development Educator Training, Greenville SC.
- Secured a \$60,000 TANF for Family Literacy Grant to begin a family literacy program.
- Supervised two employees for the TANF Family Literacy Program.
- Served on a variety of school and community-based councils and organizations.
- Coordinated solicitations for donations of money and materials from local resources.
- Provided monthly newsletters for all enrolled families in Family Resource and PAT.
- Assisted in all daily activities of the FRC, including budgeting, home visiting, and classroom presentations.
- Worked as part of an intervention team, evaluating children in crisis to create an action plan in conjunction with state social services agencies.

### **Health Education Coordinator**

Bell County Health Departments

Pineville and Middlesboro, KY

October 1995-May 1998

- Trained PSI (Postponing Sexual Involvement) and RTR (Reducing the Risk) instructor and coordinator of programs for three school systems for grades 7-12.
- Trained "Health Wise for Life" instructor for senior citizens.
- Dental Health Coordinator.
- Health Department Breast and Cervical Cancer awareness and education coordinator.
- AHA certified educator on heart disease and certified CPR instructor for Health Care Providers.
- Grant writing on state and federal levels.
- Public relations representative for many local and school-based councils and organizations.
- Established and maintained relationships with many area retailers and non-profit agencies contributing to the programs of the Health Department.

### **Conference Presentations**

- "Navigating the Research Domain," WGU Academic Meetings, 2016.
- "A Seamless Transition from Research to Capstone" WGU Academic Meetings, 2017.