

## *Janet M. Bowne, CRA*

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### **PROFESSIONAL EXPERIENCE:**

#### **Funding and Compliance Service Consulting LLC (June 2019-present)**

- Principal Owner
- Pre and Post Award service; concept to closeout needs for research, training, fellowship, and construction grants
- Compliance applications; IRB, IACUC, and FCOI management with all federal agencies including Veterans Administration
- Contract negotiations and subaward services
- Strategic consulting services regarding funding and compliance matters between industry and academia
- Clinical research management services including reconciliation of EDC and CTMS software applications
- Specialized in Land Grant, International proposals, collaborative applications, and complex budget work

#### **University of Alabama at Birmingham School of Nursing (June 2021- December 2022)**

Director of Scholarship

- Manages preaward and postaward activities for a \$15M Research portfolio
- Served as Dedicated Effort Officer
- Served as administrative lead on a successful multi-disciplinary \$3M award for Retention and Resiliency in the Workforce
- Serves as lead on Foundation, Federal, internal and private funding for a school that is #6 in US and World News Ranking for Nursing Schools that are federally funded
- Create and delivers workshops on budget development, specific aims construction, EndNote and HRSA grant mechanisms
- Led international teams in multidisciplinary CDC, HRSA, NIOSH, and NIH funding proposals
- Developed and implemented complex cost share budgets for federal agencies

#### **Boston VA Research Institute, Inc. (BVARI) (July 2018- June 2019)**

Director Sponsored Programs

- Signatory for all grants and contracts.
- Negotiated and direct all pre and post-award activity for CRADAs, Grants, Contracts, and gifts for Investigators from three large Boston area VA hospitals and University collaborations.
- Built, cross-trained, and supervise a team of 4 new administrators to deliver integrated pre and post-award management. Supervise preaward and postaward staff of 8-10 individuals.
- Primary interface with multiple CRO's, Pharmaceutical and Academic clinical trial studies
- Implemented change to a paperless environment.
- Negotiated budget changes and reconcile EDC system data to budget for multi-site, single recruiting site, and coordinating site budgets for all CRADAS.
- Directs all contractual actions, amendments, and liaises with legal for all government-industrial-academic relations.
- Negotiate FAR clauses for all federal contracts
- Managed communications and invoicing for multi-site CRADA's with up to 30 sites.
- Serves as the Authorized Official. Reviews and oversees all submissions, subcontracts, reports, and contracts.
- Maintain, manage and train on all electronic submission platforms and registries.
- Attend PI meetings and oversee all CRO interactions with VA research teams

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### **Rutgers, The State University of New Jersey (2005-2018)**

#### **Rutgers Biomedical Health Sciences**

#### **School of Nursing, Newark and New Brunswick, NJ**

Director of Grants & Contracts; Assistant Dean I Supervisor (December 2009 – 2018)

- Oversee pre-award and post-award functions for research grants, service awards, training grants, gifts, and contracts for \$55M in research and contract portfolio.
- Supervise staff of 4-5 direct reports
- Represent the School in commercial, institutional, and administrative capacities both locally and nationally.
- Negotiate terms and conditions of Federal, State and Foundation awards.  
Oversee financial and compliance audit activities.  
Serve as compliance reviewer for all IRB activities and financial conflict of interest for faculty and research staff, ensure HIPAA compliance, and negotiate clinical agreements for the school.
- Initiate, foster, and maintain interdisciplinary efforts across campuses and institutions.
- Identification and outreach for collaborative funding efforts, liaise with funding agencies.
- Oversee, design and implement educational programs for staff, students and faculty regarding best practices for all pre and post award sponsored programs activities.
- Liaise with legal, preaward, financial aid, and accounting departments for all electronic submission issues; maintain current knowledge of electronic submission systems. Ensure A-133 Audit requirements are anticipated and met.
- Created and now supervise maintenance of a funding database for the School.
- Produce financial, monthly status, pivot tables, and ad hoc reports as requested. Set and implement financial and administrative policy.
- Manage post-award issues, ensure timely submission of reports, implement best financial practices, and maintain compliance with federal guidelines for research, training, service, and education grants.
- Monitor expenses and assist faculty with financial compliance issues.
- Write training grant proposals, budget justifications, and boilerplate proposal related documents.
- Serve on Administrative Council for comprehensive management issues at the University level.
- Identify funding opportunities from federal, state and private sources and facilitate diverse funding requests and grant proposals
- Serve as PD/PI Health Services Research Agency Grant A10HP27216 Advanced Education Nurse Traineeship, \$1.8M total award
- Serve as PD on HRSA administered Nurse Faculty Loan Program
- Principle lead on successful team for creation of a new Federally Qualified Health Center Aug 2015
- Supervise staff and assign work in the Research Office and ad hoc special projects

#### **Office of Research and Sponsored Programs (ORSP), New Brunswick, New Jersey Research Contract & Grant Specialist, (November 2007- December 2009)**

- Signatory authority up to \$25M.

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- Multi-task the needs of 44 Rutgers academic departments and numerous sponsors at the federal, state and local level, foundations, non-profits while managing multiple deadlines.
  - Leverage knowledge to identify, perform due diligence, and disseminate information regarding relevant funding opportunities for faculty.
- Senior grant specialist for all export control issues.
- Issue and negotiate terms for grants, sub-grants, contracts, subcontracts, & Cooperative Research and Development Agreements for all sponsors including Federal, State, and Foundation funding streams in accordance with Federal, State and University regulations.
  - Work with faculty members and senior staff to review, edit, and submit research, educational, and service grants including contract proposals for both unsolicited and solicited funding opportunities.
  - Work with faculty members and senior staff in the preparation, review, and approval of budgets and budget justifications.
  - Liaise with Program and Grant officers of all corporate, federal, state, foundation and private sponsors on behalf of the University.
  - Maintain current knowledge of electronic research administration systems such as grants.gov, eRA Commons, and FastLane.
  - Maintain current knowledge of FAR, EDGAR, NIH, NSF and other research regulations.
  - Responsible for training and mentoring of new grant specialists and subaward administrators.

**Center for Biomaterials**, Program Coordinator Rutgers University, Piscataway, NJ, (Oct 2005- Nov 2007)

### Grant related responsibilities

- Worked as grants manager and successfully managed a cross-functional project team in the development and submission of Department of Defense grant targeted to clinical trials implementation with 15 University partners awarded at \$45M.
- Execute and maintain all non-disclosure agreements and material transfer agreements.
- Maintained International database for patents assist with 510(k) applications
- Identified funding opportunities, grant writing, editing, produce budgets, budget justifications and application packages.
- Produced precise expenditure data for new awards and modifications of existing awards.
- Identified sponsor policies and procedures for NSF, NIH, Department of Defense (DoD), private, as well as foundation funding streams and ensure compliance.
- Maintained, updated, monitored and implemented the development of protocol for animal and human subject testing according to university, government and military regulations for studies done at Rutgers and at subcontractors' sites.
- Liaised with funding agencies, legal and accounting to resolve issues with award set-up, grant transfers, biomaterial transfers, and compliance matters.
- Responsible for submission, timely production and editing of all annual reports, maintain environmental certificates and compliance with current Federal, State and University regulations.
- Led and managed the post-doctoral recruitment effort for training grants and grant funded academic positions.

### Project Management related responsibilities

- Coordinated the activities of NJ Center for Military Biomaterial Research and the Industrial Membership Board.

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- Represented NJ Center for Biomaterials and the Center for Military Biomaterials Research (CeMBR) at regional meetings through the authoring and editing of abstracts, posters, PowerPoint presentations and marketing documents.
- Prepared and coordinated materials for Product Line Review with 5 University consortia.
- Arranged and documented collaborative science meetings including those with industry and military. Manage documentation of teleconference and symposium meetings for collaborative efforts with secure website updates.
- Produced Gantt charts, Quad charts and other supporting documents for faculty and subcontractors in accordance with military requirements for the tracking of project metrics.
- Arranged, managed, and produced multi-day meetings and symposia onsite and offsite for collaborative work with government, industry, and academia.
- Edit, categorize, and produce an abstract catalog for symposia and conferences.
- Event planning in large events throughout the eastern United States.

### Educational related responsibilities

- Supported and coordinated a diverse group of faculty for Degradable Materials in Medicine graduate course.
- Participated in weekly group meetings, develop and implement web page content.
- Authored and edited PowerPoint presentations for faculty.
- Graded exams, monitored student attendance, liaised with faculty regarding all student communications
- Assist faculty with authoring and production of course content.

### **EDUCATION:**

- 2000-2005 Ph.D. Program, Physiology and Neurobiology, Rutgers University;
  - Individual Howard Hughes Medical Institute Fellowship
- 1999 Bachelor of Arts, Biology, Rutgers University, New Brunswick, NJ
  - Rutgers School of Engineering 1995-1999
- 1994 Associates Degree, Applied Science, Brookdale Community College, Lincroft, NJ
  - First generation college student

### **COMMITTEE MEMBERSHIP**

- Member in Council of Research Deans. 2012-2018
- Multiple steering committees regarding nation's largest academic merger 2012-2014 ◦
- Additional Continued University-level committees Risk Management Advisory 2013- 2018
- Compliance Advisory 2013- 2018
  - Excellence in Research Administration Advisory Group 2008-2018
  - Division of Accounting Advisory Group 2008-2018
- Electronic Research Administration Core Advisory Group 2005-2018

### **TEACHING EXPERIENCE:**

- 2006 Anatomy & Physiology II for nurses, Adjunct Professor at Brookdale Community College
- 2005 Biochemistry Lab; Adjunct Professor at Kean University, Union NJ
- 2005 Tissue Culture; Adjunct Professor at Kean University, Union NJ

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- 2005 Cell Biology; Adjunct Professor at Kean University
- 2004 Tissue Culture Graduate Level, Adjunct Professor at Kean University
- 2000–2002 Teaching Assistant, Advanced Neurobiology Laboratory, Rutgers University
- 2001–2006 Co-Adjunct, Moving Bodies, (Anatomy & Physiology for nonmajors) Rutgers University

### **PUBLICATIONS:**

- Joseph, J, Kosik, N, Santos A, Lecky V, Parker R, Vetter J, Charest B, Gagnon D, Sharnparpai S, Burke D, Holderman A, Bowne J 2019 Pemaflibrate to Reduce Cardiovascular Outcomes by Reducing Triglycerides in Patients with Diabetes (PROMINENT Trial) VA Research Day Poster Boston, MA session 2019
- Gaziano MJ, Joseph J, Kosik N, Kecky V, Santos A, Parker R, Vetter J, Charest B, Gagnon D, Sharnparpai S, Nelson C, Cho K Djousse L, Buke D, Holderan A, Bowne J, Influenza Vaccine to Effectively Stop Cardio-Thoracic Events and Decompensated Heart Failure (INVESTED Trial) Boston Coordinating Center VA Network, Boston MA, VA Poster Day May 2019
- Bowne-English J, Davis RL 2003 Single channel recordings from murine spiral ganglion neurons. Association for Research in Otolaryngology Abstracts
- Adamson CL, Reid MA, Bowne-English J, and Davis RL. Firing Features and Potassium Channel Content of Murine Spiral Ganglion Neurons Vary with Cochlear Location. J Comp Neurol. 2002; 447(4):331-50
- Bowne-English J, Davis RL 2001 Potassium channel diversity in spiral ganglion neurons Association for Research in Otolaryngology Abstracts
- Bowne-English J, Davis RL 1999 Potassium Channel Heterogeneity in Spiral Ganglion Neurons, Society for Neuroscience *Abstracts*

### **OTHER PROFICIENCIES**

- Certified Research Administrator (CRA) achieved 2009
  - Lapsed during Covid lockdown, recertified 12/2023
- Certified Clinical Research Professional coursework in progress
- Member of SOCRA, NCURA, SRA, NORDP, GPA, and PRIM&R
- Many Electronic Research Administration systems
  - Coeus, Cayuse, Streamlyne, eGrants and other grant management software expertise
  - Sales Force
  - People Soft
  - Click Commerce and Multiple Huron product expertise
  - Banner, RAPSS, & RIAS
- Proficient in CTMS and payment systems, commercial and home-grown
- Oracle architecture databases, and HR systems