

Miles Porter

Specialist III, Grants and Contracts

☎ (401) 555-6274 ✉ miles.porter@example.com

🌐 linkedin.com/example/milesporter 📍 Providence, RI 02906

STRENGTHS

- ✔ **Compliance judgment**
Reviewed difficult charges against sponsor terms and policy, giving investigators clear answers and gaining their confidence.
- ♥ **Financial analysis**
Connected ledger activity, payroll, commitments, and budgets during reconciliations, often becoming a go to resource for variances.
- 👥 **Investigator support**
Turned complex award conditions into useful guidance for PIs and staff, especially during reporting and closeout pressure.
- 🔧 **Issue resolution**
Followed discrepancies across systems and records until a documented correction emerged, keeping conversations calm and practical.
- 🚀 **Research stewardship**
Protected sponsored funds through careful account reviews and timely escalation, helping teams move research forward with clarity.

SKILLS

Post Award Administration

Grants and Contracts

Sponsored Projects

OMB Uniform Guidance

Allowability Allocability

Reasonableness Award Setup

Subawards Cost Sharing

No Cost Extensions

Financial Reporting

SUMMARY

Sponsored research administration professional with nine years of progressive financial and **post award** experience in higher education. Manages federal, state, nonprofit, and **corporate awards** from setup through closeout, with careful attention to sponsor terms, billing, reporting, subawards, cost sharing, payroll distributions, and final reconciliation. Advises **principal investigators**, research administrators, finance teams, and academic leaders on **OMB Uniform Guidance**, allowable costs, allocability, reasonableness, and institutional policy. Uses PeopleSoft, InfoEd, Excel, databases, and financial system interfaces to resolve discrepancies and support accurate decisions. Career growth reflects increasing portfolio complexity, independent judgment, cross functional influence, and practical escalation of compliance concerns. Brings responsive communication, sound fiscal analysis, and steady support for research teams managing important sponsored programs.

EXPERIENCE

Senior Post Award Research Administrator

Harborview Institute of Technology 📅 July 2023 - Present 📍 Providence, RI

Leads post award administration for engineering and applied science investigators, managing complex sponsored portfolios, subawards, financial systems, reporting cycles, compliance reviews, and closeout decisions. Serves as an escalation resource for principal investigators, research groups, cost accounting staff, and academic leaders.

- Managed federal, state, nonprofit, and corporate awards through setup, monitoring, billing, reporting, and closeout.
- Reviewed requisitions and payroll distributions under **OMB Uniform Guidance**, confirming allowable, allocable, and **reasonable costs**.
- Guided principal investigators through **cost sharing**, extensions, subawards, reporting deadlines, and corrective compliance actions.
- Resolved encumbrances, advances, deficits, surpluses, adjustments, and **final billing** dependencies with **cost accounting** partners.
- Reconciled **international accounts** and exchange rate impacts against sponsor restrictions and financial system activity.
- Used PeopleSoft, InfoEd, Excel, databases, and financial interfaces for accurate management and sponsor reporting.

Grants and Contracts Administrator

Northeast Maritime University 📅 June 2020 - June 2023 📍 New Bedford, MA

Administered **post award** finances across engineering, environmental, and marine research portfolios. Converted award terms into practical account controls, reporting calendars, purchase reviews, subaward monitoring, and closeout documentation while supporting investigators and finance partners.

- Administered engineering, environmental, and marine awards by translating agreements into account controls and reporting calendars.
- Reviewed purchases and personnel charges against budgets, sponsor restrictions, and institutional policy before approval.
- Prepared financial schedules for sponsor reports and closeouts, tracing commitments and **adjustments** for **final billing**.
- Tracked **subawards**, cost share commitments, extensions, and technical report due dates for **principal investigators**.
- Investigated ERP, payroll, and sponsored project discrepancies, coordinating corrections with an auditable decision trail.
- Supported diverse research groups through meetings and written guidance on federal, state, and sponsor requirements.

Research Finance Analyst

Award Closeout Final Billing

Payroll Distributions

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Post Award Research Administrator at Harborview Institute of Technology (3.2 Years)

● Grants and Contracts Administrator at Northeast Maritime University (3 Years)

● Research Finance Analyst at Bay State Research College (1.8 Years)

● Sponsored Programs Financial Assistant at Granite Hill University (1.1 Years)

Bay State Research College 📅 August 2018 - May 2020 📍 Worcester, MA

Monitored externally funded research accounts under senior administrator guidance, building practical skill in transaction review, reconciliation, reporting preparation, award records, and communication with investigators and departmental staff.

- Monitored research accounts, expenditures, payroll activity, budgets, and sponsor terms under senior administrator guidance.
- Applied **OMB Uniform Guidance** concepts when documenting allowability, allocation methods, and supporting transaction evidence.
- Built **Excel** reconciliations comparing general ledger activity with sponsored project records and account variances.
- Prepared invoice, financial report, and closeout schedules with organized source documentation for sponsor submissions.
- Maintained ERP and **research administration** records, checking setup fields, reporting dates, and account attributes.
- Communicated financial status and documentation needs to investigators and departmental staff during account reviews.

Sponsored Programs Financial Assistant

Granite Hill University 📅 June 2017 - July 2018 📍 Manchester, NH

Supported university research finance operations through award document control, transaction support, budget preparation, sponsor correspondence, account data validation, and reporting follow up. Developed post award judgment through supervised reviews and direct coordination with investigators and finance staff.

- Organized award documents, transaction support, budgets, and sponsor correspondence for university research programs.
- Validated sponsored project data against award notices and approved budgets before routing setup discrepancies.
- Prepared Excel expenditure and payroll summaries for investigator meetings and balance reviews.
- Maintained documentation for invoices, cost transfers, **subawards**, and reporting deadlines supporting closeout review.
- Used word processing, spreadsheets, databases, and electronic sponsor systems to track outstanding actions.
- Developed **post award** judgment through supervised transaction review, training, and coordination with finance staff.

PROJECTS

International Account Reconciliation Initiative 📅 2025

Reviewed international project balances, exchange rate effects, and sponsor restrictions, giving finance partners clearer information for account decisions and reporting support.

Research Closeout Control Review 📅 2023

Mapped open commitments, advances, deficits, surpluses, adjustments, and billing dependencies into a practical review sequence for cleaner closeout coordination.

LEADERSHIP & AWARDS

- Research Administration Process Mentor, Harborview Institute of Technology, 2025 - Present
- Trusted escalation resource for complex sponsored project compliance and billing questions
- Recognized for practical guidance supporting investigators, finance teams, and research administrators

EDUCATION

Master of Science in Research Administration

Northeastern New England University 🎓 GPA: 4.0 📅 2022 📍 New England, USA

Coursework: *Sponsored research, grant compliance, financial reporting, research ethics*

Bachelor of Science in Finance

Granite State College of Business  GPA: 4.0  2017  New England, USA

Coursework: *Financial accounting, managerial finance, budgeting, database analysis*

CERTIFICATIONS

- Certified Research Administrator  2024
- OMB Uniform Guidance Training  2024

TECHNICAL SKILLS

- **Research Administration:** Post award administration, sponsored projects, award closeout
- **Grant Compliance:** OMB Uniform Guidance, allowability, allocability
- **Financial Review:** Reasonableness, cost sharing, payroll distributions
- **Award Management:** Award setup, subawards, no cost extensions
- **Financial Reporting:** Sponsor reports, financial schedules, final billing
- **Accounting Systems:** PeopleSoft, ERP systems, financial interfaces
- **Research Systems:** InfoEd, database management, award records
- **Spreadsheet Tools:** Excel, expenditure analysis, reconciliations
- **Office Software:** Word processing, spreadsheets, databases
- **Sponsor Systems:** Federal electronic proposal systems, sponsor portals, electronic submissions
- **Account Analysis:** Encumbrances, advances, deficits, surpluses
- **International Finance:** International accounts, exchange rate review, currency reconciliation

PROFESSIONAL AFFILIATIONS

- Regional Research Administrators Forum, Professional Member
- Research Administration Process Mentor, Harborview Institute of Technology
- Higher education research finance practitioner supporting collaborative sponsored programs

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST