

Darlene K. Coley-Bing

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Arizona State University, School of Earth & Space Exploration Tempe, AZ

01/2020 to Present
12/2019 to 03/2020

Research Advancement Administrator Sr. Business Operations Specialist

- Development, preparation, and submission of proposals to external sponsors in conjunction with ORSPA. Pre-award responsibilities include identifying potential funding opportunities, assisting faculty with proposal preparation, developing budgets, ensuring all internal documentation are complete, reviewing proposals for compliance, responding to sponsor post-submission requests, review of sponsor terms and conditions, problem solving assistance, and policy interpretation.
- Provide post-award and financial transaction management support to faculty. Post-award responsibilities include providing guidance on sponsor and University policies and procedures to faculty, assisting with preparation and submission of required reports, and processing of internal requests, such as at-risk, no-cost extension, rebudgets, sponsor approvals, review project account reconciliations and expense forecasting. Works to ensure audit compliance of unit's sponsored projects to federal, state, sponsor, University, and ABOR policies.
- Financial transaction management responsibilities include processing invoice and reimbursement payments, purchase order and requisition preparation, purchasing card expense reviews, travel request and expense report reviews, and account summaries/reconciliations.
- Work on special projects as directed by unit's Research Advancement Manager.
- Participate in unit staff meeting and activities related to research administration.

Arizona State University, Office for Research & Sponsored Projects Administration (ORSPA-KE)

03/2009 to 12/2019

Grant & Contract Officer

Award Change Lead for Award Management Team 3 with assignment of approximately 82 Lead Financial Units, 679 Awards, and \$384,084,830 in awarded funding. Collaboratively provide post-award account setup, modification, financial reporting, and close-out services for the ASU sponsored projects community. Research Administration tasks including various database administration, analysis of award terms and conditions, budget reviews, verification of compliance with all ASU-Sponsor regulatory requirements, documentation of all deliverables/invoicing/closeout requirements, and quality control for entire portfolio of awards (University Consortia, IUCRCs, Engineering Research Centers, Projects, Tasks, Supplements, Subcontractors, Cost-Sharing, and Program-Income). Effective research and resolution of post award account issues and subsequent implementation of corrective actions. Provide supplementary training on research administration policies/procedures and assist with documentation of work instructions.

Experience negotiating and drafting federal and non-federal agreements and subawards (domestic and international), business associate agreements, data use and confidentiality agreements that include intellectual property and data access issues. Conducted federally mandated risk assessments to ensure risk mitigation on behalf of sponsor and ASU, and ensure compliance with federal, state and local law, as well as ABOR and university policies and procedures.

EDUCATION / SKILLS:

B.S., Industrial and Systems Engineering, San Jose State University, CA

ASU: ERA, Workday Financial Management, Concur, SharePoint, COEUS, Citrix, Dashboards, PeopleSoft

Applications: Microsoft Office Suite, Adobe Acrobat, NASA-NSPIRES, NSF-Research.gov, NIH-eCommons, Grants.gov, COS, STScl, and various Sponsor portals