





CANDICE L. WEBER

CONTACT

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 www.candiceweber.com
 Richmond, VA

EDUCATION

Virginia Commonwealth University
Master of Environmental Studies
Expected 2026

University of Illinois - Chicago
Master of Arts, Art History
2009

Webster University
Bachelor of Arts, Art History
2005

SKILLS

- ⇒ Grants management
- ⇒ Budget development
- ⇒ Project management
- ⇒ Communication
- ⇒ Team leadership
- ⇒ Report preparation
- ⇒ Excel (*advanced*)
- ⇒ Microsoft Office and Google suites

EXPERIENCE

VIRGINIA COMMONWEALTH UNIVERSITY, Richmond, VA (2012 - present)

Over the past 12 years I have contributed, with increasing levels of responsibility, to the development of a centralized office of grants administration. The growth of our team has coincided with the impressive growth of VCU School of Medicine's research funding portfolio. In my current role I support the development and delivery of grant-related reporting to aid operational decision making and benchmarking within the VCU School of Medicine.

Senior Research Administrator & Reporting Manager (2023 - Present)

- Provides proposal preparation and submission support for researchers (budget creation, document preparation, timeline management)
- Provides grant lifecycle management from new grant set up, through ongoing monitoring, to grant closeout
- Supervises, trains, and mentors junior grants administrators in the submission of proposals and management of assigned grant portfolios
- Produces grant-related reporting for various operational areas, including responses to external institutional ranking requests, compensation and effort management, and grants administration workload distribution
- Subject matter expert and primary liaison with business intelligence and analytics team for development of grant-related dashboards using Tableau and Power BI

Director of Training & Compliance, Research Administration (2022 - 2023)

- Key member of grants administration leadership team laying the groundwork for standardized onboarding, training, and management of a high-volume centralized grants administration office
- Supervised a team of senior grants administrators responsible for pre- and post-award compliance monitoring
- Mentored and trained entry-level grants administrators with the goal of developing them to more advanced roles on the team within 6 months to 1 year

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Associate Director of Research Administration

(2016 - 2022)

- Led a team of 8 staff in a centralized grant administration office
- Coordinated the submission of grant proposals including high-profile federal training grant and research contract proposals
- Reviewed all VCU School of Medicine grant proposals for unit-level compliance prior to their submission
- Responsible for distribution of workload, problem solving, career development, and performance standards for the team
- Developed standard operating procedures for pre- and post-award grant administration
- Served as primary VCU School of Medicine liaison with central team maintaining and developing online investigator financial management dashboard
- Supported VCU School of Medicine Executive Director for Research Administration in all routine and ad hoc grant-related reporting

Senior Research Administrator Research Administrator

(2012 - 2016)

- Managed the complete lifecycle of grant applications and awards including budgeting, submission, monitoring, and reporting with increasing levels of responsibility and complexity
- Supported investigators in the submission of proposals to and management of grant funding from a variety of sources including NIH, NSF, Department of Defense, and other federal, foundation, and industry sponsors

NORTHWESTERN UNIVERSITY, Evanston, IL (2007 - 2012)

Research Administrator (2010 - 2012)

Graduate Program Coordinator (2009 - 2010)

Graduate Program Administrator (2007 - 2009)

CERTIFICATIONS

Certified Research Administrator (2012 - present)

MEMBERSHIPS

Project Management Institute