

Hello, my name is Sybile Bayiha from the university of Maryland College Park and it is with honor that I express my interest to serve as Treasurer-Elect for the NCURA Region II. I have been a member of NCURA for quite some years now, and I understand the important role the organization plays in the professional development of Research Administrators. I would like to contribute my skills set to further the mission of the organization.

I have more than 14 years of experience in Research Administration and Finance. With 9+ years of progressive experience in budgeting, accounting, events organization and management of personnel within a University environment. I would like to bring my collective experience and success to the Treasurer-Elect position and service the organization's purpose and goals. In my career so far, I have worked both in pre-award, and post award environment, ran a departmental budget, organized and coordinated big events, managed staff and now I am working on the Compliance side of sponsored projects. I am very good at budgeting and using excel to do my work.

As a Research Administrator, I have had first hands knowledge of the organization platform and how it contributes to the professional development of its members. Throughout my career, I benefited from the organization professional development and learned a lot from those meetings. I would like to utilize my skills to specifically contribute the following to the organization Administration of Regional finances and reporting, using my accounting skills set of

- Leadership ability and knowledge of working with a team as well as being responsible of team management if needed
- Experience with contract negotiation for planning, preparation, and coordination of events.

I believe in the mission of the organization to further our understanding of sponsored projects and advance our career while promoting diversity and inter-collaboration among its members. Bringing my leadership ability to serve as your Treasurer-Elect for Region II NCURA will be a great honor and I humbly ask you to consider my candidacy for the position.

E. Sybile Bayiha, MS

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PROFESSIONAL EXPERIENCE

University of Maryland | College Park, MD | December 2020-Present

Sr. Manager Compliance and Data Analysis (2020 - present)

Oversee the compliance functions of the university to ensure adherence with regulations associated with approximately \$550 million in sponsored research awards.

- Oversee day-to-day Financial Compliance and Data Analysis, Cash Management, Internal Controls and Reporting activities. Provide guidance to the campus community on compliance and cost related matters.
- *Coordinate and manage university internal and external audits to ensure consistency with university and sponsor policies and procedures.* Analyze data and propose strategies to mitigate future risks on compliance and cost related matters.
- *Develop and deliver relevant trainings to campus community and supervise Compliance, Data analysis, and Cash & Collection management staff.*

George Washington University | Washington, DC | November 2009-August 2020

Department Manager, Finance & Administration/Pharmacology & Physiology (2015-2020)

Oversees and managed the department budget, research grant activities and personnel functions within the department of Pharmacology & Physiology. Implemented new policies and procedures that resulted in increased efficiency, achieving budget savings of more than \$700,000 each year for the department. Proposed new operations plan to the university's central offices that, once implemented, improved customer's services between departments and central services.

- **Department Operations:**

- Hired, trained, mentored and supervised a team of 4 administrative staff.
- Actively participate in budget planning with the department chair, Deans and financial entities. Oversee yearly activities and department's annual budget; monitor expenditures. Conduct comparative analyses of expenses ensuring accuracy of charges to a project.

- **Grant Budgets and Operations:**

- Oversee Pre-award and Post-award functions for large grant portfolio, prepare routine and ad-hoc research project budget analyses and projections.
- Created and improved processes to further an efficient work culture within the department and with GW administration and external funding agencies.

Research Administrator (MITM) | November 2013-June 2015

Promoted to serve as Research Administrator in the Department of Microbiology, Immunology and Tropical Medicine (MITM) working on Pre-award and Post-award activities. Supervised the procurement analyst and other admin staff as assigned by the Department Manager.

- Proposed and implemented recommendations leading to demonstrated process improvements. Liaised with subcontractor, public, private and government agencies.
- Oversaw Pre-award & Post-award activities of the department; coordinated the submission of all proposals and facilitated the management of awarded projects.

Sponsored Projects Administrator (Office of VP for Research) | January 2012-November 2013

Promoted to serve as Administrator in the Office of the Vice President for Research (OVPR).

Worked in collaboration with Departmental administrators to conduct Pre-award activities; reviewed internal and external proposal budgets for completeness, accuracy and compliance.

- Provided training to departmental administrators and communicated expectations for Sponsored Projects Regulations.
- Conducted administrative oversight of the grant submission process and provided approval before final submission of the proposal to the sponsor.

Executive Coordinator for Grants Management (Pharmacology & Physiology) | 2009-2012

Improved the proposal submission process within the department. Created Pre-award submission checklists that were adopted by the School of Medicine and Health Science as new model for proposal submissions.

- Administered Pre-award functions related to sponsored research projects within the department.
- Monitored fiscal activities of the department's sponsored projects, reported on financial status and forecasted potential project shortfalls.

University of the Pacific, School of Dentistry | San Francisco, CA | 2006-2008

Administrative Assistant (Grants Management)

Managed grant projects for the Pacific Center for Special Care; as well as center-sponsored program courses; facilitated applications and course development materials in Blackboard and CEU.

- Assisted in the creation of brochures to advertise center's activities.
- Tracked and submitted accounting paperwork, billing and spreadsheets for grant projects.

University of California | San Francisco, CA | 2004-2006

Staff Buyer Assistant

Submitted vendor invoices to accounting, maintained file records and managed existing databases. Generated standard and ad hoc reports.

Fraunhofer Institute, Manufacturing Engr. & Automation | Stuttgart, Germany | 1999-2003

Administrative Assistant

Provided administrative and specific project support to the Service Manager and Principal investigators. Facilitated travel arrangements for the team and performed general office duties.

EDUCATION

University of Maryland | College Park, Maryland | November 2011

Master of Science in Technology Management and Homeland Security

University of Stuttgart | Stuttgart, Germany | March 2002

Master of Science in Business Administration and Engineering

PROFESSIONAL Affiliation

National Council for University Research Administrators (NCURA)

Society of Research Administrators International (SRAI)