

Gabriela Anglon  
Finance and Operations Administrator  
Department of Radiology  
Weill Cornell Medical College

### **Statement of Interest**

I would like to thank my colleagues for the nomination to the office of Chair-Elect of NCURA's Region II. I am honored to be considered for the opportunity to continue to serve the NCURA community as an officer and support research administrators. My experiences with NCURA and Region II members specifically have enriched my life and career. NCURA and its members have been instrumental in my professional growth and expanding the realm of possibilities for my career in research administration.

In 2009, I started my career as a Grants and Contracts Assistant in, was promoted to Grants Specialist, Grants Administrator and now hold the position of Finance and Operations Administrator for our Research enterprise. Throughout my 13-year tenure within the Department of Radiology at Weill Cornell Medicine, the Department has increased their NIH funding portfolio from \$1.7M to \$22M and it has been a privilege to form part of this growth and develop my leadership, financial, problem solving and analytical skills that are translatable into this role. My current duties as a Finance and Operations Administrator involve the development of strategies research program growth and sustainability, facilitate faculty engagement in research activities, support faculty and staff in daily operations including but not limited to capital projects, procurement, space management and human capital management.

Through the course of my career in research administration and more recently my role as Treasurer for Region II, I have acquired the skillset and experience needed to support the region in this new role. Over the past three years, the Region has faced major challenges prompted by the COVID-19 epidemic. This required our leadership to be forward thinking and apply agile strategies to reach our membership during these constantly evolving and challenging times. We quickly adapted and held a virtual Super Regional Meeting in partnership with Regions VI and VII, launched a new website that is user friendly and are developing social media campaigns to reach more members.

If I were to become Chair-Elect and thereafter Chair, I would leverage my experience to support the members of Region II as well as regional and national leadership in the development of support systems that benefit the membership more broadly. I also look forward to serve the Region's committees that shape and design the services and activities that the Region provides its membership. I look forward to, if given the opportunity, continue to develop programs and outreach strategies that enrich the careers and lives of our membership like it has mine. A key strategy in this aim will be to lower barriers to engagement, engage members through various social media platforms, and offer more accessible material including free content.

### **Biographical Statement**

Gabriela Anglon is a Finance and Operations Administrator in the Department of Radiology at Weill Cornell Medicine in New York, NY. She began her career in research administration in 2009 after obtaining her Bachelors in Science in Psychology and Sociology at Fordham University. Gabriela has previously held the positions of Grants and Contracts Assistant, Grants and Contracts Specialist and Grant Administrator in the Department of Radiology from 2009-2020. In 2020, Gabriela obtained her Masters in Public Administration at New York University and served as Treasurer-Elect for Region II. She currently holds the position of Treasurer for Region II whose term will end in December, 2022.

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## EDUCATION:

**New York University** **New York, NY**  
**Robert F. Wagner Graduate School of Public Service**  
**Master of Public Administration**  
**August 2016 - May 2020**  
Specialization: Health Management and Finance

**Fordham University** **Bronx, NY**  
**Bachelor of Science and Bachelor of Arts**  
**August 2005 - May 2009**  
Majors: Psychology and Sociology

## EXPERIENCE:

**04/20 – Present**

**Weill Cornell Medicine, Department of Radiology** **New York, NY**  
**Finance and Operations Administrator**

- Develop short-term and long-term strategic plans to meet departmental financial goals and present recommendations to department leadership
- Prepare and implement operating and capital budget
- Closely monitor actual to budget expenditures on a monthly, quarterly, and annual basis to assess the financial position of the department
- Provide analytical support through the preparation and review of SAP financial and NIH funding data
- Prepare and review annual surveys including the space management and fixed asset inventory
- Manage capital projects that expand clinical and research capabilities
- Oversee faculty and staff onboarding, training and off boarding
- Develop educational programs to support clinical and research faculty and trainees in departmental and institutional resources as well as best practices for NIH applications

**05/14 - 04/20**

**Grants Administrator**

- Developed a strategy to use data analytics to guide strategic planning in research recruitment and program development
- Oversaw and coordinated pre- and post- award grant management
- Served as the point-of-contact for all research grant activities with faculty, Office of Sponsored Research Administration (OSRA), Research Accounting, Institutional Review Board (IRB), and the Institutional Animal Care and Use Committee (IACUC), Joint Clinical Trials Office (JCTO), funding agencies and other institutions
- Oversaw the accurate completion and timely routing of internal paperwork and disclosures required by the OSRA, Research Accounting, JCTO, IRB, and IACUC
- Reviewed and verified that expenses complied with sponsor guidelines
- Performed analyses and provided forecasts of balances in grants and fund accounts, made expenditure recommendations to faculty and Department
- Reconciled faculty effort as recorded and tracked in various WCMC systems
- Routed Material Transfer Agreements, Clinical Trials Agreements, Sponsored Research Agreements to JCTO and OSRA for execution
- Negotiated with sponsors as needed and worked with WCMC offices and University Counsel for contract execution
- Approved expenses and transactions posted to grants

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- Prepared monthly, quarterly, and annual reports to track expenditures across accounts
- Implemented salaries in SAP, forecasted expenditures at year end and made recommendations for corrective action if deficits were projected or if carry-forward was anticipated
- Provided financial management of faculty clinical trial funds
- Monitored expenses and payments pursuant to payment terms in Clinical Trial contract (based on per patient enrollment, payment at certain milestones, etc.)
- Provided (research) pricing to investigators and research support staff in Radiology and external departments using Radiology services for intramurally and extramurally funded projects
- Worked with Faculty and department staff to maintain compliance with Medical College and NYPH policies regarding systems access, training required for access for human subjects research.
- Trained and supervised grants and contracts specialists
- Oversaw monthly clinical and research billing for IDEAL post processing lab

**09/12 – 04/14**

### **Grants and Contracts Specialist**

- Managed the daily fiscal and administrative operations for intramural and extramural grants, including reviewing payment requisitions, travel requisitions, monitoring effort fluctuations and salary allocations.
- Worked with principal investigators and the sponsored research administration, to develop grant proposals, supporting documentation and budgets for intramural and extramural funding opportunities
- Prepared quarterly profit and loss statements for management of a research budget in excess of \$10 million
- Worked with Research Accounting to set up, charge and close out grant accounts
- Made recommendations for allocation of grant monies based on the original project application, funding agency policies and notice of grant award or contract
- In conjunction with Finance Analyst, reviewed expenses, and allocations to grants
- Updated Effort Tracking System (ETS) system to reflect funded and pending project effort commitments
- Reviewed effort reports with investigators to obtain quarterly effort certifications
- Prepared monthly invoices for advanced post-processing services rendered by the IDEAL lab
- Generated quarterly reports that determined supplemental compensation for attending radiologists

**06/09 – 09/12**

### **Grants and Contracts Assistant**

- Assisted researchers with application submissions to the NIH and private foundations
- Designed a FileMaker Database to track grant submissions and grant awards
- Tracked grants, contracts, and clinical trial effort commitments via ETS
- Worked with finance administrator to implement and monitor budgets for awarded grants, contracts, and clinical trials
- Met with investigators on a quarterly basis to review lab funding and expenditures against intramural and extramural accounts

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- Facilitated the onboarding of research volunteers and temporary research staff

### **VOLUNTEER EXPERIENCE:**

- **National Council of University Research Administrators (NCURA)**  
Member 2012 - Present  
Treasurer – Jan 2021 - Present

### **COMPUTER SKILLS:**

- SAP, ETS, ImageCast, Access, Filemaker, Epic, Microsoft Word, Excel, PowerPoint, SPSS, Power BI

### **LANGUAGES:**

- Spanish (Proficient)