



MURIEL F. INDUSTRIOUS

CERTIFIED RESEARCH ADMINISTRATOR
MINDUSTRIOUS@HOTMAIL.COM
(305)283-0014

OBJECTIVE

Highly accomplished, detail-oriented certified research administrator with over seventeen (17) years of experience in problem solving, contract negotiation, leadership, project management & mentorship. Seeking a leadership role with a thriving, growing organization where I can utilize my skills towards a common goal.

SKILLS

Project Management
Problem Solving
Project Planning & Execution
Personnel Development
Relationship Building
Negotiation
State & Federal Regulations
Communications – Verbal & Written
Microsoft Office Suite
Work Day

EXPERIENCE

ASSOCIATE DIRECTOR • FLORIDA ATLANTIC UNIVERSITY • FEBRUARY 2022 – PRESENT (SAME DUTIES AS ASSISTANT DIRECTOR POSITION WITH THESE ADDITIONAL DUTIES)

- Serve as a key member of the Sponsored Programs Leadership team
- Serve as backup to the Director of Sponsored Programs during her absence or as needed.
- Serve as the backup to review and approve post award worksheet from Sponsored Program staff.
- Serves as liaison between principal investigators, university units, funding sources and regulatory agencies and the Division of Research.
- Oversee proposal submission trainings and workshops including sponsor proposal electronic systems, i.e., ASSIST, Research.gov, Grants.gov Workspace
- Provide individual and group trainings to college research administrators regarding research administration topics.

ASSISTANT DIRECTOR • FLORIDA ATLANTIC UNIVERSITY • JULY 2019 – FEBRUARY 2022

- Serve as an Institutional Official authorized to contractually bind the University and sign all proposals and awards/contracts documents.
- Review and approve proposals submitted for external funding and provide certifications and assurances to sponsors on behalf of the University.
- Serve on the Sponsored Programs Director's team.
- Provide guidance and training to Sponsored Programs staff; serve as mentor to junior staff.
- Oversee the Proposal Services Unit; supervise the Proposal Coordinators
- Serve as second level reviewer and approver for proposals.
- Manage performance reviews; setting goals and expectations; and approve leave requests.
- Responsible for the day-to-day management of pre-award and post-award functions as related to the administration of federal, state and local government, and commercial grants and contracts.



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- Participates in the development of policies and procedures related to Sponsored Programs.
- Develop, implement, and deliver training programs to faculty and research administrators on topics related to Sponsored Programs.
- Responsible for the resolution of confidential issues related to Sponsored Programs and discretely manage sensitive matters.
- Manages proposal portfolio of several colleges.

PROPOSAL & CONTRACT ADMINISTRATOR • FLORIDA ATLANTIC UNIVERSITY • AUGUST 2013 – JULY 2019

- Actively assisted faculty in pre-proposal development by reviewing sponsor requirements and guidelines.
- Responsible for the day-to-day management of assigned pre-award and post-award functions.
- Assisted faculty in using proposal system for proposal development and submission.
- Assisted in thorough review of proposal for university and sponsor compliance.
- Approved international travel for grant-funded projects.
- Liaison with federal, state, county and private sponsors on faculty's behalf to resolve any issues related to funded proposals.
- Assisted the Director, Associate Director and General Counsel with review and negotiation of contracts.
- Budget review and modification as necessary, in coordination with PIs, as required by grant terms and conditions.
- Approval of budget and scope for subcontracts
- Monitored subcontracts after execution.
- Reviewed re-budgeting, No-Cost extensions and carry forward requests before submission to sponsors.

COORDINATOR RESEARCH PROGRAMS • FLORIDA INTERNATIONAL UNIVERSITY • OCTOBER 2012 – AUGUST 2013

- Managed Post-Award financial grant functions for the College of Nursing & Health Sciences. Including the administration of accounts and oversight for expenditures (i.e. reporting, analysis, reconciliation, and forecasting),
- Assumed primary responsibility for program grants processing and monitoring compliance.
- Provided assistance and guidance in resolving grant-related issues. Served as liaison between PI, his/her department and university units.



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- Assisted PIs in grant closeout processes.
- In coordination with the Associate Dean for Research and Associate Director for Research, the HR liaison and the Budget Director, managed faculty and staff labor allocation changes, and resolved allocation errors by researching payroll activities and initiated corrections with PIs and other necessary parties.
- Monitored and approved online travel authorization request and travel reimbursements in coordination with PIs department office managers.
- Modified budget as needed in coordination with PIs and grant terms and conditions.
- Monitored and reconciled budgets and initiated corrections as necessary through preparation of payroll and non-payroll related transfers and worked with PIs to ensure compliance with University and Sponsor guidelines.
- Coordinated special projects that included speakers and workshops.

EDUCATION & CERTIFICATION

**BACHELOR OF BUSINESS ADMINISTRATION
FLORIDA INTERNATIONAL UNIVERSITY, MIAMI, FL
2004**

**CERTIFIED RESEARCH ADMINISTRATOR (CRA)
MAY 2008**