

KADIAN N. LESLIE

Director of Grants and Sponsored Projects

The completion of my Master's Degree in Public Administration at the University of Binghamton in 2008, along with over thirteen years of experience in the field of grants administration, has equipped me with the prerequisite knowledge and expertise to excel in the role of Director of Grants and Sponsored Projects at Georgia College.

My professional experience in the field of Grants Management has prepared me to work successfully run a fast paced, deadline-driven and team-oriented department. I have developed the skills to develop strategies, policies and procedures that ensures a smooth functioning department.

In my current capacity, as Research Associate I/Assistant to General Manager at Georgia Institute of Technology, I support faculty across the university. Up to now, I have gained extensive knowledge that encompasses all aspects of the grant life cycle. I have managed Pre-Award activities using cradle-to-grave knowledge of grant and contract management in accordance with 2CFR and FAR federal rules and regulations. Additionally, some of my responsibilities focus on proposal preparation, budget preparation, and final submission on behalf of the university. I review both proposals and contracts for consistency with sponsor guidelines, university policies, and state rules and regulations, along with federal guidelines to coordinate timely proposal submission to federal, state, on-profit, and industry sponsors, as well as execution once awarded.

In my previous role in the Office of Sponsored Programs at the University of Kansas, I served as a liaison between Principal Investigators, administrative staff, and outside agencies to prepare, process, submit, and assist in the execution of grants, contracts as well as cooperative agreements from federal, state, and non-profit sponsors.

Moreover, I am knowledgeable in post-award duties such as reviewing budgets for allowable costs in accordance with the regulations outlined in the OMB Federal Uniform Guidelines, specifically the OMB Circular A-21 and OMB Circular A-110. Furthermore, I am highly proficient in reviewing proposals for compliance with the Institutional Animal Care and Use Committee and human subject protocol, university and funding agencies guidelines, policies and procedures as well as all other technical requirements. Finally,

I am excited to bring my talents and skills to the position of Planning Strategy & Grants Lead Consultant. I look forward to arranging a mutually convenient time to meet and discuss this opportunity.

Sincerely,

Kadian Leslie, MPA