

NOMINATION FORM FOR 2024 REGION VIII OFFICERS 2023 ELECTIONS

Eligibility: Nominees must be research administrators from the Region VIII geographic area and current NCURA members. Nominees must have previous experience volunteering for Region VIII. Nominees are encouraged, if successful, to attend the NCURA Annual Meetings in Washington, D.C.

Process:

- Please **complete this form, attach a copy of your resume/CV and include a photograph of yourself**. This will be posted on the voting site
- Submit the completed form via email to Secretary, International Region (ncura.regionviii@gmail.com) by **20 August 2023**
- Two candidates will be selected for each position
- The National Office will send an electronic ballot of up to two candidates for this position to each member of Region VIII to cast their vote from late-**August 2023**
- The Chair of Region VIII will notify all the candidates of the results in October 2023 following the close of the voting period.

Select the position nominating (only one)

- Chair-Elect
- Secretary
- Treasurer-Elect
- ✓Engagement Coordinator

Nominee information:

| | |
|---------------|--|
| Name | Alpana Dave |
| Title | DBT/Wellcome India Alliance Research Management Fellow |
| Department | NA |
| Organisation | National Institute of Biomedical Genomics |
| Address | P.O. N.S.S. Kalyani, 741251, West Bengal, India |
| Email address | ad5@nibmg.ac.in |

LATE APPLICATIONS WILL NOT BE ACCEPTED

Personal Statement (1-page maximum)

I am working as a Research management Fellow at National Institute of Biomedical Genomics, Kalyani, West Bengal, India. I am a member is the Indian Research Management Initiative (IRMI) and NCURA.

I am responsible for setting-up a Research Office at the Institute. My normal day at work involves engaging and coordinating with all stakeholders such as Faculty members, Administration and Finance Department within the Institute. As a part of my current job responsibilities, I have been involved in organizing events at the Institute. I also have experience in organizing online or hybrid mode events. Furthermore, I am responsible for managing the social media handles of the Institute. I have also assisted in organizing National level workshops and conferences on behalf of my Institute. This involved sending invitations, managing the email responses in addition to activities required for organizing the physical event. Within the IRMI community, I have engaged with other Research Managers in different capacities for my work.

I have not had a chance to volunteer for Region VIII. However, I request the committee to kindly consider my nomination. This role will give me the opportunity to expand my horizon beyond and organize events involving stakeholders from across the world. It will give me an opportunity to interact with colleagues outside India and to learn from their experience.

Picture



ALPANA DAVE

P-6 Dobson Lane
Howrah, West Bengal
India
Pin-711101

Ph. No: +917044068370

ad5@nibmg.ac.in

PERSONAL STATEMENT

Before moving to Research Management, I have been in the field of research for more than a decade and have successfully learnt and applied new techniques, generated publishable data, managed my projects and presented my work through conferences and research papers. I would like to apply my organization and management skills to further develop a new perspective in a new role.

EDUCATION

- March 2011-May 2015, Doctor of Philosophy (Medicine), Flinders University, Adelaide, Australia
- July 2005-June 2007, Master of Biotechnology Studies, Flinders University, Adelaide, Australia
Cumulative GPA: 6.16 and Distinction grade in thesis
- July 2002-July 2005, Bachelor of Science in Biotechnology, Manipal Academy of Higher Education, Manipal, India
Cumulative percentage: 84% and Distinction grade in thesis

EMPLOYMENT EXPERIENCE

- October 2021-Present, Research Management Fellow, National Institute of Biomedical Genomics, Kalyani, West Bengal
- February 2020-September 2021, Academic Coordinator, National Institute of Biomedical Genomics, Kalyani, West Bengal
- September 2018-February 2020, Research Associate, Research Biochemistry, LV Prasad Eye Institute, KAR Campus, Hyderabad
- February 2018-August 2018, Research Assistant, Department of Biochemistry, KPC Medical College, Jadavpur, Kolkata
- January 2016-February 2018, Research Associate, Department of Zoology, Ballygunge Science College, Calcutta University, Kolkata
- April 2015-Jan 2016, Research Assistant, Department of Biochemistry, KPC Medical College, Jadavpur, Kolkata

- October 2007-February 2011, Research Assistant, Department of Ophthalmology, Flinders University, Adelaide, Australia
- May-June 2006, Technical Assistant, Department of Medical Biotechnology, Flinders University, Adelaide, Australia

CURRENT RESPONSIBILITIES

Setting up a Research Office

- Grant Management
- Assistance with organizing events and seminars
- Managing Social media communications
- Assistance with organizing social media activities
- Fostering collaborations
- Preparing Institutional reports

AWARDS

- 2021, DBT/Wellcome Trust India Alliance Research Management Fellowship
- 2016, Vice-Chancellor's Prize for Doctoral Thesis Excellence, Flinders University, Adelaide, Australia
- 2015, Research Associateship, Department of Biotechnology, Government of India
- 2014, Bettelheim Travel Award from International Society for Eye Research
- 2014, Flinders University Research Student Conference Travel Grant, Flinders University, Adelaide, Australia
- 2013, Best Paper Presentation Award (Cataractogenesis session), Asia ARVO, Delhi, India
- 2013, State Semi-finalist for the Young Investigator Award in Women's and Children's Health, South Australia
- 2013, University finalist of the Three Minute Thesis Competition, Flinders University, Adelaide, Australia
- 2012, Best overall poster at Flinders Clinical and Molecular Medicine Annual Research Day, Flinders University, Adelaide, Australia
- 2011-2014, Flinders University Research Scholarship, Flinders University, Adelaide, Australia

- 2005-2007, The Manipal Academy of Higher Education-Flinders University Biotechnology Scholarship

CONFERENCE PRESENTATIONS

- Research Manager: A multifaceted skilled professional, IRMI 2021, February 2021
- IRMI RM Fellowship, India Alliance Annual Conclave 2021, October 2021
- Early contributions of a Research Office, IRMI 2022, November 2022
- Research Office: Impact and Way forward, India Alliance Annual Conclave 2023, July 2023

REFERENCES:

1. Prof. Arindam Maitra
Associate Director
National Institute of Biomedical Genomics
Kalyani, India
am1@nibmg.ac.in
2. Dr. Sanhita Roy
Scientist
LV Prasad Eye Institute
Hyderabad, India
sanhita@lvpei.org
3. Dr. Shiwani Sharma
Senior Research Fellow
Room 4D322, Flinders Southern Adelaide Clinical School AU, Ophthalmology
School of Medicine
shiwani.sharma@flinders.edu.au