

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	Isabelle Leung
Title	Senior Research Grants Administrator
Department	Post-Award
Organisation	King's College London
Address	3 rd Floor, 5-11 Lavington Street, SE1 0NZ
Email address	isabelle.leung@kcl.ac.uk

LATE APPLICATIONS WILL NOT BE ACCEPTED

Personal Statement (1-page maximum)

I am excited by the opportunity to apply for the NCURA Region VIII Secretary position. Since taking on the interim Secretary role in June 2023, this is a valuable opportunity to continue contributing to plans envisaged by the Board. I have gained a broader understanding of NCURA governance and initiatives, an insight into the regions, an appreciation of the hard work required to organize events and initiatives, and the positive results generated when we work collaboratively.

The role appeals to me because it complements my strengths and skillset in grant management and financial administration. My current responsibilities in Post-Award is spread across two distinct teams: the International funding team and the Data, Systems & Controls team. Both roles require strong organizational and communication skills, attention to detail, and motivation for continuous improvement. This is crucial when managing tight deadlines, ensuring compliance, and collaborating with internal and external stakeholders.

The Secretary role is important because a concise record of meetings is not only necessary for the present Board, but it also documents the history, so the Board has past insight into the region's direction to enable them to make informed decisions for the future.

Participating in the last two Annual Meetings has been a highlight, from meeting so many individuals dedicated to the mission of supporting research together, to welcoming new members in our growing region and engaging with stimulating presentations. NCURA has been valuable for both my professional and personal growth. The opportunity to present and forge connections has strengthened my determination to volunteer and continue contributing to the community.

Thank you for your time and consideration.

Isabelle Leung

Employment

- March 2022 – present **Senior Research Grants Administrator – Data, Systems & Controls, Post-Award**
King's College London
- Supervision of team tasked with processing workarounds and providing guidance and improving business processes.
 - Support implementation of Worktribe and other systems.
 - Data quality checks and production of reports for the Unit.
- August 2018 – present **Senior Research Grants Administrator – International Funding, Post-Award**
King's College London
- Managing European Commission (EC) and National Institute of Health (NIH) awards, including KCL-coordinated projects.
 - Coordinate and conclude external audits.
 - Contribute to improving processes and policies in the Unit with a focus on systems, internal processes and procedures, compliance, and information sharing.
- June 2016 – July 2018 **Research Grants Administrator – Guy's Campus, Post-Award**
King's College London
- Managing the NIHR Biomedical Research Centre at Guy's and St Thomas' NHS Foundation Trust and King's College London portfolio
- June 2014 – May 2016 **Research Grants Administrator – Guy's Campus, Post-Award**
King's College London
- Managing awards from UK national funders, national and overseas charities and industry.
- December 2011 –
June 2014 **Department Administrator - Clinical Neuroscience**
King's College London
- May 2011 –
December 2011 **Administrator - Personal Awards & Institutional Awards Team**
National Institute for Health and Care Research (NIHR) Trainees Coordinating Centre (now NIHR Academy)

Education

Bachelor of Science, Genetics
University of Manchester

Other Experience

- June 2023 – present **Interim Secretary, Executive Committee**
NCURA Region VIII (International)
- August 2022 Co-presenter of concurrent session: *How to be a Better Prime to Your Foreign Subawardees*
NCURA 64th Annual Meeting