

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	Tine Heylen
Title	Advisor European and International Projects
Department	KU Leuven Research & Development
Organisation	Katholieke Universiteit Leuven
Address	Waaistraat 6 box 5105, 3000 Leuven, Belgium
Email address	Tine.heylen@kuleuven.be

LATE APPLICATIONS WILL NOT BE ACCEPTED

Personal Statement (1-page maximum)

Dear members of Region VIII,

I would like to apply for the position of Chair-Elect on NCURA's Region VIII Executive Committee. Being a proud member of NCURA since 2015 and having attended four inspiring Annual Meetings and several interesting NCURA workshops, I would like to give something back and serve as a volunteer. The excellent quality of the events and materials produced by NCURA and the multiple networking occasions are unmatched and helped me a lot in my profession as research administrator. Besides, always having the feeling of being welcome and looked after is what makes this warm organization so unique.

Representing the Region VIII members while following the missions and reaching the goals of NCURA is what I would like to focus on now. I have developed my leadership skills by managing the US and international grant support at KU Leuven Research and Development, the Tech Transfer Officer of KU Leuven (Belgium), both pre and post award and I have trained several colleagues in these areas. I have set up internal procedures and management systems for compliance and I know perfectly what the challenges are for a foreign organization applying for US or other international funding. This expertise and experience will help me in striving for the best and most valuable support and training for Region VIII members. I am eager to reach out and listen to the needs and concerns of international colleagues and to try to respond to that with what lies within the capabilities of NCURA Region VIII. I like to hear different viewpoints and always try to look at things from different angles. And above all, I am a team player, convinced that we can reach more when we join forces.

I have worked with many international consortia and learned a lot about communication and collaboration. From 2016 until 2019 I was also a member of a EU-US best practice group in research compliance and administration (EU-Project: [BILAT USA 4.0](#)), led by ETH Zürich. Last June, a colleague and I wrote a statement against the newly announced [policy guidance](#) of NIH for foreign subrecipients. Thanks to the help of my peers from the BILAT USA 4.0 best practice group, that statement was improved and supported by 86 European universities and institutes when we submitted it to NIH. It made me realize once again the importance of having such a network, especially in particular situations like this when it is David against Goliath. Together we truly are stronger.

I am a bio-engineer by training. After some years in commercial organizations, I started my career in research administration in 2009 at KU Leuven Research & Development. Our university will celebrate its 600th anniversary in 2025, making it one of Europe's oldest universities. Today, KU Leuven accommodates 50,000 students, spread across the various campuses in Leuven and elsewhere in the country. The University and University Hospitals in Leuven each employ almost 10,000 people. For research, KU Leuven ranks among the world's finest.

Having presented myself, my organization and my motivation in a few paragraphs, I hope to prove myself in this position as Chair-Elect within the Executive Committee of Region VIII and be able to work together to see Region VIII grow and make lives of research administrators around the globe a little easier by offering them the right tools, trainings and network. I believe only NCURA can do this in such a professional manner. It would be an honor.

Thank you and please do not hesitate to contact me if you have any questions or if you would like to get to know me better.



Tine Heylen

IR.

Details

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Belgium
+3216326520
tine.heylen@kuleuven.be

Links

[LinkedIn profile](#)

Skills

Leadership

Problem Solving

Teamwork

Analytical Skills

Interpersonal Communication Skills

Hobbies

Tennis, running, cycling, literature and gastronomy

Languages

Dutch

French

English

German

Profile

I am a senior advisor for European and International Grants since 2009. I have experience with international collaboration and compliance in both pre and post award. My expertise lies in administration, finance, management, legal and IPR.

Employment History

Advisor European and International Projects, KU Leuven Research & Development, Leuven

SEPTEMBER 2009 – PRESENT

- Coaching researchers and their international consortia when applying for European, US federal or International funding, negotiating terms and conditions with the funding agencies and consortium members, implementing the project and preparing the reporting and close-out
- Dealing with administrative, financial, contractual, IPR and collaboration issues in these matters, in collaboration with experts within the university
- Following up on compliance requirements and installing internal policies and procedures
- Organising trainings and workshops for colleagues and researchers

Owner, Noen Thee, Linden

JANUARY 2013 – AUGUST 2015

- Selecting and selling high quality loose leaf tea
- Setting up a website and webshop including lots of information about tea, its origine, taste, how to best brew it and combine with food
- Giving tea workshops and tastings

Food Safety & Quality Coordinator, Delhaize Group, Brussels

MAY 2004 – AUGUST 2009

- Setting up and managing a validation system for products and producers with regard to food safety and quality control
- Collaborating in projects around food and health
- Training colleagues from procurement, stores and other managers in food safety
- Being a member of several internal and external working groups around food safety and quality

Assistant Nutrition, INVE Technologies, Dendermonde

MAY 2003 – APRIL 2004

- Managing a database of animal feed raw materials for formulation
- Testing a new feed formulation software 'Alfablend'

Scientific collaborator, Katholieke Universiteit Leuven, Lovenjoel

SEPTEMBER 2002 – APRIL 2003

- Assisting projects about animal welfare and meat quality
- Collecting data from animal studies and statistical processing of these data
- Following up on commercial poultry feed trials

Education

Bio Engineering, Katholieke Universiteit Leuven, Leuven

SEPTEMBER 1997 – JUNE 2002

magna cum laude