

## NOMINATION FORM FOR 2025 REGION VIII OFFICERS 2024 ELECTIONS

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**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](mailto:ncura.regionviii@gmail.com)) by **06 September 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 **mid-September 2024**
- The Chair of Region VIII will notify all the candidates of the results in October 2024 following the close of the voting period.

**Select the position nominating (only one)**

- Chair-Elect
- At-Large Board Member, Advisory Committee

**Nominee information:**

|               |  |
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| Name          | Patricia Gigliuto  |
| Title         | Manager, International Research Grants                       |
| Department    | Research, Innovation and Commercialisation                   |
| Organisation  | University of Melbourne                                      |
| Address       | Parkville VIC 3010 Australia                                 |
| Email address | <a href="mailto:plqi@unimelb.edu.au">plqi@unimelb.edu.au</a> |

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

### **Personal Statement (1-page maximum)**

I am Manager of the International Grants team at the University of Melbourne in Australia and have been a proud NCURA Region VIII member since my first foray into US funding in early 2023.

My team manages the pre- and post-award administration of all non-Australian research funding including US federal funding; predominantly NIH and DoD, but interest in other sponsors such as US Dept of State and USDA is increasing. As Australia's leading institution for NIH, we administer US funding for our affiliated medical research institutes who, understandably, wish to avoid SAM registrations and Single Audits.

Having worked in research administration for more than 15 years, my expertise and passion is focused on pre-award, however I find all aspects of the profession interesting and rewarding. In addition to being an NCURA member I am a member of the Australasian Research Management Society (ARMS).

Since joining NCURA I have had the privilege of attending two annual meetings and to represent Region VIII by co-presenting at a regional webinar, co-authoring a magazine article, and presenting at this year's annual meeting with another Region VIII colleague. My team in Melbourne has hosted NCURA members visiting from the US with the support of NCURA Travelling Fellowships, and also the UMD BRAKE team. The exchange of best practice and strengthening of personal and institutional networks through these activities has been invaluable and, as a bonus, incredibly fun,

Through NCURA and particularly Region VIII I have been able to develop in my chosen profession in an incredibly supportive environment and have learnt so much from people who really "get it" and love it as much as I do. I've made new friends spread across the globe and am excited at the prospect of actively contributing to the future growth and strategic direction of our region.

## Patricia Gigliuto

University of Melbourne, Australia

[plgi@unimelb.edu.au](mailto:plgi@unimelb.edu.au)

### Career Summary

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I am a passionate research manager with more than 15 years' relevant experience at the University of Melbourne, Australia. I currently manage the University of Melbourne's international grants team in the central research office, a position I have held since 2023. My team supports grants from non-Australian sponsors across the whole life cycle. My expertise and interest lies predominantly in pre-award grants administration however I've worked in pre- and post-award roles at varying levels of the organisation. I am an active member of research management societies in Australia (ARMS) and the US (NCURA) and am passionate about collaboration and promotion of best practice in research administration.

### Education and Training

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**Master of Professional Accounting** **2013**

RMIT University, awarded with Distinction

**Bachelor of Science (Physics major)** **2007**

University of Melbourne

### Professional Memberships

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Australasian Research Management Society (ARMS) **2014 – Present**

US National Council of University Research Administrators (NCURA) **2023 - Present**

Region VIII member

### Selected Employment History

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**Team Manager, Research Grants (International)** **May 2023 - present**

**Research Grants, Contracts and Finance**

**Research Innovation and Commercialisation, University of Melbourne**

I currently manage a small team whose roles include promoting international funding opportunities, and supporting the development and submission of grant applications to international sponsors. As Manager, I have:

- Supported a high volume of application submissions through effective workload management across the team, and the provision of training and advice, particularly in relation to University and funders' policies
- Worked collaboratively with internal stakeholders including Chancellery Research and Enterprise, Advancement (Foundations), Office for Research Ethics and Integrity, Research Finance, Faculty and Departmental Research support staff to support our institution's international research capability.

- Led the development and communication of improved processes in response to regulatory changes, supporting pre- and post-award compliance
- Promoted awareness of funding opportunities and pre- and post-award compliance obligations to research and research support staff through seminars and other means

**Research Manager**  
**Melbourne Medical School, University of Melbourne**

**March 2020 – May 2023**

The Melbourne Medical School (MMS) contains 13 academic departments across six hospital precincts, and more than 3000 academic staff. As Research Manager I supported the School's Research Director and managed a small team to boost research capability and performance of researchers and graduate researchers in MMS. My team was responsible for the promotion and development of research funding opportunities, research resources and best practice, complementing University and Faculty-led activities. In this role I:

- Supported the Research Director in developing effective relationships with key MMS stakeholders, including those employed by and/or based at our hospital and MRI partners.
- Collaborated with the Faculty of Medicine, Dentistry and Health Science (MDHS) Research Support and Evaluation team, other Schools in MDHS and the central research office to develop and promote best practice in research, and to deliver research development activities
- Managed School-level funding schemes such as the Strategic Grants for Outstanding Women (2021) and the MMS Indigenous Development Grant (2021, 2022)
- Provided secretariat support to the School's Research and Research Training Committee, co-chaired of the School's Diversity and Inclusion working group and supported the establishment of the MMS Early and Mid-Career Academics Advisory Group
- Developed content for the School's public-facing and intranet webpage to support MMS research and research training activities and promote research success

**Manager, Centre for Stem Cell Systems**  
**Department of Anatomy and Physiology, University of Melbourne**

**2016 – 2020**

The Centre for Stem Cell Systems was an interdisciplinary, University-funded initiative based in the School of Biomedical Sciences which ran from 2016 to 2020. Its purpose was to increase the visibility and capability of stem cell researchers across the University and affiliated institutions in the Parkville Biomedical Precinct. As Centre Manager I:

- As part of the Centre Executive, supported the development of the Centre's business plan
- Managed the pre- and post-award administration of research funding applied for and held by the Centre Executive and their staff (predominantly Australian domestic funding, some trusts)
- Coordinated administration of Centre activities and resources including budget, HR and recruitment, events and office space
- Supervised the Centre's Outreach and Engagement officer who supported Centre events and developed the Centre's web presence
- Provided strategic, policy and grant compliance advice to Centre members
- Played a key role in external stakeholder engagement, particularly in relation to the development of an Australian Research Council Centre of Excellence application, philanthropic gifts to the Centre, and collaborations with Japan

**Executive Officer, ARC Centre of Excellence for Quantum  
Computation and Communication Technology (CQC<sup>2</sup>T)  
School of Physics, University of Melbourne**

**2011 – 2016**

CQC<sup>2</sup>T is an Australian Research Council (ARC) Centre of Excellence that has been funded since 2011. At the time of my employment the Centre spanned six University nodes, with the University of New South Wales the administering organisation. The Melbourne node hosted the Centre's Deputy Director, an ARC Laureate Fellow, and approximately 25 staff and students. As Executive Officer I managed all administrative and financial operations of the node, and associated research and research training activities. Key responsibilities included:

- General post-award grant management: Includes financial and other KPI reporting, budgeting, strategic planning, execution of contracts, etc.
- Stakeholder management: Supporting and meeting the needs of various groups including academic and professional staff both at Melbourne and collaborating institutions, visitors to the Centre, students and funding bodies.
- Providing executive support and strategic advice to the Centre Deputy Director and other chief investigators at the Melbourne node
- Financial management: Budgeting, reporting, and monitoring compliance for the Centre and other grants held by Centre personnel
- Day-to-day finance and administration: Accounts payable/receivable, reimbursements, purchasing, credit cards, travel, event management

## **Referees**

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Available upon request