

NCURA Curriculum Vitae – Crystal James

Institution: Medical College of Wisconsin

Current Position: Senior Finance & Grants Manager, CIBMTR

Email: crjames@mcw.edu

Education

- B.S., Leadership & Organizations, Marquette University, 2019

Professional Positions Held

- Senior Finance & Grants Manager, CIBMTR, MCW | 2023–Present
- Business Operations Coordinator Senior, MCW | 2018–2023
- Administrative Coordinator, MCW | 2011–2018

NCURA Involvement

- Region IV Professional Development Committee (Member 2018–Present; Co-Chair 2024–Present)
- Program Planning Committee, Region IV (2022–2024)
- Nominations Committee, Region IV (2023–2024)
- NCURA Campus Liaison (2019–2023)
- Mentoring Our Own (MOO) Program Participant (2018–2019)

Professional Service

- MCW Administrative Mentoring Program (Founding Member & Mentor, 2019–Present)
- Institutional Research Ambassador, MCW Office of Research (2017–2023)

Publications

- *NCURA Magazine*, Article (December 2024): “Empowering Teams to Stay Ahead in Research Administration”
- *NCURA Sponsored Research Administration Guide (SRAG)*, Article (2025): “Building Relationships with Faculty Through Grant and Financial Reporting”

Presentations

NCURA Region IV Regional Meetings

- 2019 – Columbus, OH: Poster Presentation, “Enabling Others to Act”
- 2022 – Minneapolis, MN: Session, “Navigating NIH F & K Award Submissions”
- 2023 – Sioux Falls, SD: Session, “Thriving in a Virtual Research Administration Workspace”
- 2024 – Ann Arbor, MI: Session, “Relationship Building Through Financial Reporting”
- 2025 – Chicago, IL:
 - “Relationship Building Through Financial Reporting”
 - “Spotlight on the Region IV Mentoring Our Own (MOO) Program”

NCURA National Meeting

- 2019 – Washington, DC: Discussion Group Presenter
“Strengthening Interdepartmental Relationships Through Effective Communication”

Awards

- John Phillips Region IV Travel Award (2019)

Certifications

- State of Wisconsin Notary Public (2001–Present)