

Brianna Galli

(269) 718-9780 Research Administrator

orcid.org/0009-0005-8157-1335

Education/Certification

Western Michigan University <i>Kalamazoo, MI</i>	Biochemistry <i>Minor: Biological Sciences</i>	BS 2011 <i>GPA 3.70 Magna Cum Laude</i>
Western Michigan University <i>Kalamazoo, MI</i>	Master of Business Administration <i>Computer Information Systems</i>	MBA 2018 <i>GPA 3.88 Magna Cum Laude</i>
Research Administrators Certification Council, USA	Certified Research Administrator	CRA 2024

Personal Statement

Agile and adaptable professional that values honesty, integrity, and a work-life balance. Over 10 years of highly technical and business process expertise in academia. Embraces diversity, innovation, relationship-building, and professional development. Top five Clifton Strengths are Consistency, Responsibility, Achiever, Deliberative and Learner.

Positions

2022 – Present Research Administrator Intermediate, University of Michigan

- Pre- and post-award responsibility for 10+ Michigan Medicine units overseeing the entire sponsored project lifecycle which includes proposal review (420+), development & submission (43+), reporting, forecasting of grant budgets (\$31M current cumulative), monitoring expenditures (2194 reconciliation queries), monthly meetings, effort certification and closeout (30 FSRs).
- Coordinate general medical education review of research proposals involving house officers; Maintain inventory of research office cost share commitments and payment requests
- Support multiple large-scale projects including \$11M MDHHS award for a [new PHP program](#) and ER renovation; \$10.5M funding for helicopter acquisition (HRSA, MDOT); assisted with \$24M NIH [MPACT proposal](#) submission within first month of hire which was subsequently awarded
- Participate in RAPPoRT sessions, Researchpalooza annual event, LOS AI beta testing

2018 – 2022 Research Program Officer, Western Michigan University (WMU)

- Guide successful preparation, thorough review, and submission of 240+ proposals (112 PIs, 38 departments, 100+ sponsors including non-profit, industry, state, federal) from central office with budgets that demonstrate allowability, allocability, and reasonableness
- Coordinate pre-award activities according to University and sponsor policy, meeting competing deadlines while ensuring compliance, and helping researchers navigate across a myriad of electronic systems (30+); requires in-depth analysis and interpretation of sponsor guidelines.
- Support faculty engaging in research via ORI workshop sessions, external funding searches, interdisciplinary collaborations, and regular constituent communication
- Assumed website responsibilities and developed new content with flexible pages

2011 – 2018 Manager of Chemistry Laboratories & Lab Supervisor/Coordinator, WMU

- Manage inventory, storage, maintenance, and distribution of laboratory supplies and equipment for stockroom; oversight of 650+ unique chemicals and 425+ unique labware items. Implemented new software, Quickbooks point-of-sale v.12. Maintain chemical and equipment supply chain for the stockroom, teaching and research labs from over 100 scientific vendors with discretion on a monthly credit limit of \$40,000. Reconcile purchases and complete monthly procurement card transaction reports; process billable reports for customer and student transactions. Verify appropriate accounts for transactions, particularly for restricted grant expenditures.
- Coordinate teaching laboratory activities (ISBN 9781305284104) and schedules, recruit, hire, train and supervise stockroom employees (4-6 concurrently) and delegate safe lab preparation tasks as well as provide direction to teaching assistants (35 UG & graduate students per semester) regarding scale-up pilots, reagent and equipment preparation and waste handling.

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2010 – 2011 Teaching Assistant and Research Assistant, WMU

- Conduct lectures describing experiments with proper technique and enforcing safe laboratory practices including appropriate use of personal protective equipment; evaluate student lab reports and prelab assignments; provide office hours. Volunteer with the Chemistry Club.
- Prepare algae samples for biodiesel project (DE-FG36-08GO88049)

2009 – 2011 Chemist, Drug and Laboratory Disposal, Plainwell, MI

- Sort, label, and process hazardous and non-hazardous waste; prepare samples for analysis and conduct preliminary tests; participate in Household Waste collections; segregate and labpack chemicals according to EPA, DEA, and DOT standards. (*Intern for summers 2009 and 2010*)

Professional Development

National Council of University Research Administrators (NCURA)

- 2025 Annual Meeting 67 in Washington, DC; Region IV Travel Award recipient
- 2024 Region IV Spring Meeting in Ann Arbor, MI: Program Committee (DRA) and Co-Presenter “[Building Blocks of Research Administration](#)” with Susan Holden of UND
- 2022 Travelling Workshop in Savannah, GA: Departmental Research Administration

Society of Research Administrators International (SRAi)

- 2023 Michigan Chapter Meeting in Lansing, MI: Planning Committee and Presenter “[Learning the Basics of Research Administration as a Guardian of the Grant-alaxy](#)”
- 2023 Odyssey Mentoring Program with Laura Sheehan of UCLA
- 2021 Coffee Talk Panelist

Employer or other society supported programs

- 2022 Fall Navigate Fundamentals, U-M ORSP semester course, MM participant
- 2022 Spring aiM Higher - CRA Study Group, University of Michigan
- 2021 Spring Convocation virtual support for WMU Office of Research and Innovation; \$1k allocation for Undergraduate Research from University Advancement Giving Campaign
- WMU Discovery Acceleration Workshop Co-Presenter: [National Institutes of Health Grants](#) (10/16/18), [Grants for the Arts and the Humanities](#) (1/15/19), [Early Career Funding Opportunities](#) (10/15/19, 1/25/21)
- 2020-2022 ADVANCE Advisory Board, WMU
- 2017 Gardner Institute Gateway to Completion conference
- 2014 NAOSMM Seminar and Trade Show Attendance Grant
- 2012 WMU Language and Cultural Experience in Queretaro, Mexico
- 2011-2022 WMU Administrative Professional Association (APA); Executive Board 2022
- Other Training: Diversity & Inclusion in the Workplace, Discrimination, Workplace Violence (Everfi); sponsor policy and procedure (FDP, NSF, NIH, DOD, SRA, NCURA, KPL Oneplace); laboratory safety (ACS, EHS, DLD)

Skills

- Interpersonal skills and multitasking abilities; proactive and resourceful critical thinking
- Proficiency with Microsoft: Word, Excel, PowerPoint, Teams, SharePoint
- Proficiency with Cisco Webex, Zoom, Adobe Acrobat; Web manager for Drupal-CMS site