

Marlene Burns

EDUCATION

2006 **Grand Valley State University**, Bachelors of Science, Political Science

2004 **Grand Rapids Community College**, Associates Degree, Arts

EMPLOYMENT

Indiana State University

2015-present

Interim Director, Office of Sponsored Programs

Summer 2023

(Serves in addition to Contracts and Grants Specialist)

- Guides faculty, staff and students in proposal development and submission.
- Conducts searches of funding opportunities.
- Assists in brainstorming and program development for grant opportunities.
- Ensures proposals have the necessary components ready for submission and meets university and funder compliance standards.
- Facilitates award acceptance process including reviewing contract and award agreements and other needed documentation, writing subaward agreements.
- Supervises office staff and students.

Contracts and Grants Specialist, Office of Sponsored Programs

2015-present

- Guides faculty, staff and students through the process of developing budgets for external grant proposals including research and service projects.
- Ensures grant budgets meet organizational, federal, and funder policies and procedures.
- Provides support to the Institutional Review Board.
- Conducts workshops, speaks to classes, and meets one-on-one with faculty/staff/students on budget development topics.
- Participates in pre-award grant and contract processes.
- Supervises Graduate Assistants.
- Assists internal grant review committees their grant application process.
- Member of NCURA (National Council of University Research Administrators).

Hamilton Center, Inc

2014-2015

Grant/Development Specialist

2015

- Assisted in identifying needs in the organization that may fit external grant opportunities.
- Searched for external grant opportunities.
- Identified staff to work on developing program/initiative to apply for a grant opportunity.
- Facilitated staff in writing all aspects of grant applications.

Integrated Care Specialist

2014-2015

- Worked to educate the community about mental health care including, access to treatment and obtaining resources. Community included: health care organizations, schools; churches, non-

profit agencies; parents, students, etc.

- Assisted organization in organizing and achieving corporate compliance initiative.

Pine Rest Christian Mental Health Services

2014-2015

Independent Consultant

- Provided consulting services to Pine Rest staff on an as-need-basis on previous job responsibilities including Privacy, EHR Incentive Program, and other areas of expertise.

Pine Rest Christian Mental Health Services

2002-2014

Privacy Officer

2011-2014

- Provided training for all new employees on privacy rules and regulations (HIPAA, HITECH, Michigan Mental Health Code and organizational policies and procedures).
- Investigated privacy incidents. Worked with patients and staff on investigating privacy incidents.
- Responsible for reporting requirements with business associates and Office of Civil Rights.
- Provided consultation to staff and organization on privacy rules and regulations.
- Monitored and audited compliance with privacy rules and regulations.
- Served on Corporate Integrity Committee and Policy Taskforce Team.
- Attended the *Health Care Privacy Basic Compliance Academy* training through the Health Care Compliance Institute.

Grant Manager

2007-2014

- Managed grant-funded projects, research projects, and service contracts. Responsibilities included monitoring progress towards goals and objectives, managing contracts with subcontractors, staff, and funding agencies, managing finances including budget development and budget monitoring, developing and evaluating outcome measures to determine effectiveness of programs.
- Wrote grant proposals to diverse funding sources including local and national foundations, various State of Michigan departments, federal agencies (SAMHSA, HRSA, VA), mental health organizations, etc.
- Served as liaison for Pine Rest with partner organizations, funding agencies, including donors.
- Identified grant opportunities that met departmental and organizational missions.
- Worked with internal staff and external contacts in developing grant proposals and new program initiatives.
- Responsible for implementing the EHR Incentive Program at Pine Rest.
- Managed finances and contracts for Pine Rest Research Department's research studies, including clinical trials, and Michigan State University's Division of Psychiatry at Pine Rest.
- Served on Pine Rest's Budget Responsibility Team.
- Attended national, regional and local conferences/trainings on grant writing and grant management, including attending the Grant Professionals Association's yearly conference.

Project Coordinator

2003-2007

- Managed federal grant and state grants that provided relationships classes to low-income parents in the greater Grand Rapids area.
- Developed and maintained internal and external accounting procedures for multiple contracts, multiple budgets, over different fiscal years.
- Served as a liaison for various agencies including the State of Michigan budget office and the Federal Technical Assistance Agency.

- Assisted in the development and continued maintenance of web-based data management system.
- Responsible for tracking and monitoring compliance with contract terms, state/federal regulations, etc.
- Maintained partnerships with community non-profit organizations, including developing and managing contracts, problem-solving issues.

Administrative Specialist

2002-2003

- Served as Administrative Assistant to the Executive Director of Pine Rest's Family Institute.
- Coordinated internal and external logistical preparation of grant funded workshops and lectures.
- Developed marketing material for grant funded programs.
- Compiled data from participants of grant funded programs into statistical and narrative reports.

INDEPENDENT CONTRACTOR

2009-2013

I contracted with several small businesses to assist with their start-up efforts. For example, I worked with a small law firm that specialized in estate planning for notary public services. I also contracted with a technology firm to provide proposal-writing assistance. This resulted in their successful bid for technology contracts with local and state municipalities.

VOLUNTEER EXPERIENCE

- I have volunteered my grant writing and grant searching skills to several small non-profit organizations. One example was a private foundation that supports families who have a child(ren) with a disability.
- In 2020 began serving on the Youth Success Impact Council Resource Team for the **United Way of the Wabash Valley** (Resource Team). The Resource Team is comprised of volunteers who provide financial oversight for the resources entrusted to the impact council. Work includes reviewing grant applications and making funding recommendations for grant opportunities focused on Youth Success.
- In 2021 appointed Secretary/Treasurer to the board of my local church assembly.
- In 2022 elected Secretary of the Parent Teacher Organization at a local elementary school.

OTHER RELEVANT EXPERIENCE

Member of the National Council of University Research Administrators.

Experienced in using research administration grant application systems, such as, but not limited to, Cayuse, Research.gov (and formerly Fastlane), eRA Commons, and various other grant submission portals. Skilled in Microsoft Office applications including Word, Excel, PowerPoint, Publisher and Access. Limited, but have experience working with applications such as BANNER, Great Plains accounting software, Electronic Medical Records (CERNER and Carelogic), Adobe Acrobat.