

LISA MAY

RESEARCH MANAGER

February 25, 2017

Steven K. Dobscha, MD CIVIC Director
VA Portland Health Care System (R&D 66)
3710 SW US Veterans Hospital Road
Portland, OR 97239

Dear Dr. Dobscha,

I am writing to express my interest in the Research Associate position with the Center to Improve Veteran Involvement in Care. I am completing my PhD in Neuroscience at the University of Oregon in April. The opportunity to involve myself with CIVIC's research fits with my goal of continuing to develop my research administration skills while involving myself in work with clear public health impact.

My dissertation work focuses on testing the neural mechanisms of psychological pain relief, a project which has clear significance for chronic pain and substance abuse. Above and beyond my research administration skills, my training in neuroscience and psychology would allow me to integrate new information quickly and serve as a resource for Center PIs and staff.

I'd love to talk with you more about my research, including sending you two first author manuscripts that are under review. Here I want to broadly outline my experience in three key skill categories: **oral and written communication skills, project management, and team leadership/collaboration.**

I also have the highly developed **oral and written communication skills** that are important for research success. I enjoy presenting to peers at scientific conferences and love the challenge of communicating complex scientific concepts to non-expert audiences at science outreach events and when teaching Biology courses to non-major undergraduates. I have personally written two successful grant applications and have contributed to several others. I have extensive experience writing and editing scientific manuscripts. I have taken the lead on writing manuscripts for which I am the first author, written in collaboration with colleagues for joint projects, and directed and edited a manuscript resulting from an undergraduate honors thesis I supervised.

My experience managing research projects has given me the administration skills needed to support you and the Center's PIs across multiple projects. For my dissertation work, I designed and directed a 5-year, double blind, randomized crossover study investigating the role of endogenous opioids in meditation analgesia. My experience with a wide variety of methods (e.g. functional MRI, event related potentials, neuropharmacology, retrospective chart review, and self-report questionnaires) and *three first author publications* (one published, two under review)

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demonstrate my ability to quickly gain expertise in new disciplines and serve as a resource for Center PIs and staff. In my work, I utilize advanced **project management** skills to successfully manage multiple complex projects: I direct workflow across teams and sites; plan, execute, and monitor study timelines; create and manage grant budgets, and create compliance documentation. I am proficient at various project management software tools and have a keen interest in how these tools can increase efficiency and communication by optimizing workflow.

Another important skillset is **team leadership and collaboration**. When supervising research staff, I have evaluated job performance, recognized and developed skills, and provided training and constructive feedback. I have also recently taken on a peer-leadership role for our group of eight graduate students in my position as manager of the Social and Affective Neuroscience lab. I have implemented a new weekly meeting format to improve communication and productivity, and developed the consensus needed to implement significant changes to standard operating procedures.

I also have extensive experience collaborating and liaising with diverse stakeholders. I have collaborated with clinical psychology colleagues at the University of Oregon, recruited and collaborated with physicians and nurses from the Eugene medical community, and coordinated staff remotely across multiple study locations.

I am excited about this position because of the opportunity to expand my research management skills while investing in important research. Please contact me at 509-499-1070 or may.lisa2@gmail.com. I would welcome the opportunity to talk more about my interest in CIVIC and how I can be an asset as a research associate.

Thank you,

