





CANDICE L. WEBER

CONTACT

 804-298-4451
 candiceweber7@gmail.com
 www.candiceweber.com
 Richmond, VA

EDUCATION

Virginia Commonwealth University
Master of Environmental Studies
Expected 2026

University of Illinois - Chicago
Master of Arts, Art History
2009

Webster University
Bachelor of Arts, Art History
2005

SKILLS

- ⇒ Grants management
- ⇒ Budget development
- ⇒ Project management
- ⇒ Communication
- ⇒ Team leadership
- ⇒ Report preparation
- ⇒ Excel (*advanced*)
- ⇒ Microsoft Office and Google suites

EXPERIENCE

VIRGINIA COMMONWEALTH UNIVERSITY, Richmond, VA (2012 - present)

Over the past 12 years I have contributed, with increasing levels of responsibility, to the development of a centralized office of grants administration. The growth of our team has coincided with the impressive growth of VCU School of Medicine's research funding portfolio. In my current role I support the development and delivery of grant-related reporting to aid operational decision making and benchmarking within the VCU School of Medicine.

Senior Research Administrator & Reporting Manager (2023 - Present)

- Provides proposal preparation and submission support for researchers (budget creation, document preparation, timeline management)
- Provides grant lifecycle management from new grant set up, through ongoing monitoring, to grant closeout
- Supervises, trains, and mentors junior grants administrators in the submission of proposals and management of assigned grant portfolios
- Produces grant-related reporting for various operational areas, including responses to external institutional ranking requests, compensation and effort management, and grants administration workload distribution

Subject matter expert and primary liaison with business intelligence and analytics team for development of grant-related dashboards using Tableau and Power BI

Director of Training & Compliance, Research Administration (2022 - 2023)

- Key member of grants administration leadership team laying the groundwork for standardized onboarding, training, and management of a high-volume centralized grants administration office
- Supervised a team of senior grants administrators responsible for pre- and post-award compliance monitoring
- Mentored and trained entry-level grants administrators with the goal of developing them to more advanced roles on the team within 6 months to 1 year

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Associate Director of Research Administration

(2016 – 2022)

- Led a team of 8 staff in a centralized grant administration office
- Coordinated the submission of grant proposals including high-profile federal training grant and research contract proposals
- Reviewed all VCU School of Medicine grant proposals for unit-level compliance prior to their submission
- Responsible for distribution of workload, problem solving, career development, and performance standards for the team
- Developed standard operating procedures for pre- and post-award grant administration
- Served as primary VCU School of Medicine liaison with central team maintaining and developing online investigator financial management dashboard
- Supported VCU School of Medicine Executive Director for Research Administration in all routine and ad hoc grant-related reporting

Senior Research Administrator

Research Administrator

(2012 – 2016)

- Managed the complete lifecycle of grant applications and awards including budgeting, submission, monitoring, and reporting with increasing levels of responsibility and complexity
- Supported investigators in the submission of proposals to and management of grant funding from a variety of sources including NIH, NSF, Department of Defense, and other federal, foundation, and industry sponsors

NORTHWESTERN UNIVERSITY, Evanston, IL

(2007 – 2012)

Research Administrator (2010 – 2012)

Graduate Program Coordinator (2009 – 2010)

Graduate Program Administrator (2007 – 2009)

CERTIFICATIONS

Certified Research Administrator (2012 – present)

MEMBERSHIPS

Project Management Institute