

Darlene K. Coley-Bing

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Arizona State University, School of Earth & Space Exploration

Tempe, AZ

01/2020 to Present

Research Advancement Administrator

12/2019 to 03/2020

Business Operations Specialist

- Work with researchers on development, preparation, and submission of proposals to external sponsors in conjunction with ORSPA. Pre-award responsibilities include identifying potential funding opportunities, assisting faculty with proposal preparation, developing budgets, ensuring all internal documentation are complete, reviewing proposals for compliance, responding to sponsor post-submission requests, review of sponsor terms and conditions, problem solving assistance, and policy interpretation.
- Provide post-award and financial transaction management support to faculty. Post-award responsibilities include providing guidance on sponsor and University policies and procedures to faculty, assisting with preparation and submission of required reports, and processing of internal requests, such as at-risk, no-cost extension, rebudgets, sponsor approvals, review project account reconciliations and expense forecasting. Works to ensure audit compliance of unit's sponsored projects to federal, state, sponsor, University, and ABOR policies.
- Financial transaction management responsibilities include processing invoice and reimbursement payments, purchase order and requisition preparation, purchasing card expense reviews, travel request and expense report reviews, and account summaries/reconciliations.
- Work on special projects as directed by unit's Research Advancement Manager.
- Participate in unit staff meeting and activities as related to research administration.

Arizona State University, Office for Research & Sponsored Projects Administration

Tempe, AZ

Knowledge Enterprise (KE), Research Operations

03/2009 to 12/2019

Grant & Contract Officer

Award Change Lead for Award Management Team 3 with assignment of approximately 82 Lead Financial Units, 679 Awards, and \$384,084,830 in awarded funding. Collaboratively provide post-award account setup, modification, financial reporting, and close-out services for the ASU sponsored projects community. Research Administration tasks including: various database administration, analysis of award terms and conditions, budget reviews, verification of compliance with all ASU-Sponsor regulatory requirements, documentation of all deliverables/invoicing/closeout requirements, and quality control for entire portfolio of awards (University Consortia, IUCRCs, Engineering Research Centers, Projects, Tasks, Supplements, Subcontractors, Cost-Sharing, and Program-Income). Effective research and resolution of post award account issues and subsequent implementation of corrective actions. Provide supplementary training on research administration policies/procedures and assist with documentation of work instructions.

Experience negotiating and drafting federal and non-federal agreements and subawards (domestic and international), business associate agreements, data use and confidentiality agreements that include intellectual property and data access issues. Conducted federally mandated risk assessments to ensure risk mitigation on behalf of sponsor and ASU, and ensure compliance with federal, state and local law, as well as ABOR and university policies and procedures.

06/2006 to 03/2009

Sponsored Project Specialist Sr.

Manage prescribed case load of sponsored project accounts including pre-award, post-award, and closeout at the end of the funding cycle. Pre-award services including; review of sponsor guidelines, proposal preparation/transmittal, database processing, grant/contract negotiation, and expediting of supplementary requests. Post-award services including; account setup/modification, document management, compliance monitoring, grant/contract modification, reporting, and closeout processing. Serve as backup Sponsored Projects Officer as needed at both the Engineering and Biodesign ORSPA sites.

10/2005 to 06/2006

Grants and Contracts Coordinator - GCC

Provide Proposal/Award support to the ORSPA Engineering Integrated Service Site including proposal preparation services, supplementary documentation to Sponsors, liaison/research assistance to the Engineering Community, award setup/modification, training, meetings facilitation, and other administrative tasks as needed.

04/2005 to 10/2005

Grants and Contracts Intern/Liaison – GCL

Internship: 6-month comprehensive training program in Research Administration focusing on Federal, State, Local, Non-Profit, and Industrial sponsored project regulations.

Liaison: Maintain exemplary ORSPA/Faculty/Sponsor/University relations by providing all forms of non-technical research administration support including; proposal preparation, budget development/revision, interpret sponsor guidelines/requirements, account management, and other general sponsored project tasks.

06/2004 to 04/2005

Intel/Kelly Services

Hillsboro, OR

Fab Technician/BE Planar - D1C

WWID# 11075526

Operated the Command Center for BE Planar S7 in the D1C to ensure daily goals were met successfully
Competencies/Skills: Automation Overview, FOUP/Wafer Tracking & Retrieval, Integrated Delivery, Performing Monitors, PM Checklists, Running WIP, SPC++ Control Charts, Stocker Overview, Workstation Safety, D1C Command Center Operations and Certification, Basic Electrical Safety, Hazcom Basics, Mfg Ergonomics, Intro to Transistors, Workstream Basics, FABUI for Specs, ELF Basics, PGV/Ergo, SuperTech Award 8/11/04.

11/2003 to 12/2004

Norm Thompson, Inc.

Hillsboro, OR

Sales Associate

Responsible for sales and other Call Center activities for the catalog/sales division.

06/2001 to 08/2002

ASU Office for Research & Sponsored Projects Admin

Tempe, AZ

Grants and Contracts Coordinator - GCC

Responsible for all proposal processing & transmittal functions at Engineering ORSPA Site. Coordination of the processing, transmittal, data input, file setup and management of all administrative areas including proposals, correspondence, databases, compliance monitoring, activations/post award administration, and draft contract/agreement development. Efficiently provide monthly reports and liaison commitments to the University community. Completed the OVPREA/NCURA Certificate Programs in "Fundamentals of Research Administration" and served as the sites bonded Notary Public.

11/1999 to 08/2000

SFSU Housing & Residential Services

San Francisco, CA

Room Assignments Coordinator

Coordinated and performed all administrative duties related to room assignments and occupancy control for 1500 resident community at San Francisco State University. Liaison between Residential Life and Housing, Facilities, Plant Operations, and University Community. Supervise Mail Clerk staff of 4 student assistants and oversee Front Desk Assistants.

11/1996 to 03/1997

SFSU Plant Operations Department

San Francisco, CA

Supervisor, Work Control Center

Responsible for the daily operations of the WCC including personnel management, dispatch functions, facilities maintenance system, fire alarm/security systems, key control system, card access system, campus motor pool, and information services. Interface with University Community regarding service requests, capital projects updates, major outages/repairs, emergency preparedness drills, and contractor services.

1986 to 1996

Westin Hotel, San Francisco Airport

San Francisco, CA

Property Management Coordinator, Front-Office

EDUCATION / CERTIFICATION / COMPETENCIES/MEMBERSHIPS:

B.S., Industrial and Systems Engineering, June 1991 (San Jose State University, CA)

ASU Databases: KE ERA, Workday Financial Management System, SharePoint, COEUS, Citrix, Dashboards, PeopleSoft

Applications: Microsoft Office Suite, Adobe Acrobat

Electronic tools: NSPIRES, Fastlane-Research.gov, eCommons, Grants.gov, COS, and various Sponsor portals

Membership: NCURA Certified Research Administrator (past)