



Associate Vice President for Research Administration

Leadership Profile

Fall 2024



WittKieffer

Executive Summary

The Georgia Institute of Technology seeks an experienced research administrator to serve as the next Associate Vice President for Research Administration.

The Georgia Institute of Technology ("Georgia Tech", "The Institute" or "Institute") is a top-ranked public research university situated in the heart of Atlanta, a diverse and vibrant city with numerous economic and cultural strengths. The Institute serves more than 50,000 students through top-ranked undergraduate, graduate, and executive programs in engineering, computing, science, business, design, and liberal arts. Georgia Tech's faculty attracted \$1.37 billion in research awards this past year in fields ranging from biomedical technology to artificial intelligence, energy, sustainability, semiconductors, neuroscience, and national security. Georgia Tech ranks among the nation's top 20 universities for research and development spending, and No. 1 among institutions without a medical school.

An international leader in managing the global transition from an industrial economy to an information economy, Georgia Tech is a leading research performer. As a top R1 research university, Georgia Tech is shaping the future of basic and applied research by pursuing creative solutions to the world's most pressing problems. Teams from all seven Georgia Tech colleges, nine interdisciplinary research institutes, the Georgia Tech Research Institute, the Enterprise Innovation Institute, and hundreds of research labs and centers, work side by side to transform ideas into tangible results for their partners in federal and state agencies, companies, and private organizations. The Institute contributed \$5.3 billion in direct economic impact to the state of Georgia in FY 2023 (the highest of any university in the state), driving innovation and progress at regional, national, and international levels. The Institute is the anchor tenant of Coda, a first-of-its-kind, mixed-use facility in the heart of Tech Square, a 21 story building dedicated to computational and data science research with both university and corporate tenants and a commercially managed high-performance data center, and led a public-private partnership to develop Science Square Labs, an advanced commercial facility to support research and innovation in biotechnology and the life sciences.

The Georgia Tech Research Institute (GTRI) is the applied research division of the Georgia Institute of Technology. Founded in 1934 as the Engineering Experiment Station, GTRI has grown to more than 2,900 employees, supporting eight laboratories in over 20 locations around the country, and conducting more than \$940 million of problem-solving research annually for government and industry. GTRI's renowned researchers combine science, engineering, economics, policy, and technical expertise to solve complex problems for the U.S. federal government, state, and industry.

The new AVP-RA will play a vital role in supporting the growing research enterprise at Georgia Tech that aligns with the Institute's strategic plan and its recently released four Big Bets. This growth is expected to further distinguish Georgia Tech as a place of world-class excellence with a strong commitment to compliance and research security. Likewise, through entrepreneurship, innovation, and multi-stakeholder partnerships, Georgia Tech will significantly amplify its impact on the people of Atlanta, the State of Georgia, and the nation. The next AVP-RA will further develop and strengthen the Sponsored Programs infrastructure required to support a \$1.37 billion enterprise that continues to grow at a rapid pace. They must also cultivate and grow partnerships with the stakeholders across campus to ensure researchers have access to the support and resources they need.

This role requires a deep and broad understanding of research administration. The ideal candidate will demonstrate experience in relationship-building, spoken and written communications, prioritizing, negotiating, and influencing. In addition, effective interpersonal, strategic planning, management, and general administration skills are required. They will be a proactive decision-maker, problem-solver, and collaborative diplomat. A master's degree or equivalent education and experience is required.

To submit a nomination or express personal interest in this position, please see Procedure for Candidacy at the end of this document.

Role of the Associate Vice President for Research Administration

Reporting to the Georgia Tech Vice President for Research Administration, the Associate Vice President for Research Administration (AVP-RA) is responsible for providing strategically focused direction and leadership for Georgia Tech's research administration functions, including:

- Overseeing activities of Sponsored Programs, which is responsible for sponsored projects (grant, contract, cooperative agreement, other transaction agreements); proposal review, approval, and submission; negotiation and execution of contracts; award initiation, non-financial post-award administration, and close-out; sub-awards and research consulting agreements; supporting agreements such as nondisclosure, data use, and material transfer; and proposal, award, and supporting agreement systems.
- Responsible for sponsored research policy formulation, implementation, and compliance with Institute, University System of Georgia (USG), state and federal policies, procedures, regulations, and research administration laws.
- Participating in institutional responses to site visits and audits.
- Providing thought leadership and guidance to the Institute on all research administration matters.
- Serving as Georgia Tech's representative to national organizations in support of sponsored research and respond to requests for comments to proposed regulations governing sponsored research.

Reporting units include:

- Corporate and International Contracting, Exchange Agreements, Subawards, and Consulting Agreements
- Government and Non-Profit Contracting (Georgia Tech Research Institute, Academic, and other GT units)
- Sponsored Program Closeout and Small Business Plans
- Office of Sponsored Programs (OSP) Research Enterprise Systems
- Dotted line supervision of Senior Director of Grants & Contracts Accounting (GCA), which reports directly to the Vice President for Finance & Planning (VP-FP), ensuring alignment of Research Administration and GCA policies, processes, and procedures.

The AVP-RA also serves as the Vice President of the Georgia Tech Research Corporation (GTRC) and the Georgia Tech Applied Research Corporation (GTARC), two 501(c)3 organizations that support research activities at GT. These state-chartered organizations serve as contracting entities and assure proper fiscal stewardship for sponsored funds supporting research at the institute. As Vice President for Research of GTRC/GTARC, the AVP-RA provides oversight and signature authority for all GTRC and GTARC agreements supporting sponsored programs, including sponsored research agreements and non-disclosure agreements, material transfer agreements, and data use agreements in pursuit of sponsored research or support of the performance of sponsored research.

The AVP-RA is responsible for establishing group, departmental, and divisional goals, determining the resources needed to meet those goals, assessing group, departmental, and divisional performance feedback, and making pay decisions. This individual will consistently interact with Internal and External Management, Staff, Government Agencies, Vendors/Suppliers, Contractors/Subcontractors, Grant Agencies, and Professional Associations. The AVP-RA will typically advise and counsel EVPR, CROO, VPs, Department Management, Staff, and Faculty.

Professional Qualifications and Personal Qualities

This job requires a deep and broad understanding of research administration. The ideal candidate will demonstrate experience in relationship-building, spoken and written communications, prioritizing, negotiating, and influencing. In addition, effective interpersonal, strategic planning, management, and general administration skills are required. Successful candidates will exercise solid judgment, sensitivity to others, the ability to work independently and as a member of a larger team while simultaneously managing multiple assignments. They will be a proactive decision-maker, problem-solver, and collaborative diplomat. Also required are skills in organization, customer service, communications, and use of office and specialized computer applications.

Required Education and Experience

- Master's Degree, or equivalent combination of education and experience;
- Deep and broad understanding of research administration;
- Experience with multiple cost principles (e.g., Uniform Guidance for Federal Awards – 2 CFR Part 200; Federal Acquisition Regulation (FAR) 31.2);
- Ten years of job-related experience;
- People-leading experience in a multilayered organization;
- Demonstrated leadership skills and the ability to foster transparent and collaborative working relationships among diverse stakeholders;
- Demonstrated commitment to inclusion and diversity.

Preferred Education and Experience:

- Certified Research Administrator (CRA) credential;
- Experience overseeing and/or implementing research administration systems.

About Georgia Institute of Technology

Overview

Georgia Tech prides itself on its technological resources, collaborations, high-quality student body, and its commitment to building an outstanding and diverse community of learning, discovery, and creation. We strongly encourage applicants whose values align with our institutional values, as outlined in our Strategic Plan. These values include academic excellence, diversity of thought and experience, inquiry and innovation, collaboration and community, and ethical behavior and stewardship. Georgia Tech has policies to promote a healthy work-life balance and is aware that attracting faculty may require meeting the needs of two careers.

About Georgia Tech

Georgia Tech is a top-ranked public research university situated in the heart of Atlanta, a diverse and vibrant city with numerous economic and cultural strengths. The Institute serves more than 50,000 students through top-ranked undergraduate, graduate, and executive programs in engineering, computing, science, business, design, and liberal arts. Georgia Tech's faculty attracted \$1.37 billion in research awards this past year in fields ranging from biomedical technology to artificial intelligence, energy, sustainability, semiconductors, neuroscience, and national security. Georgia Tech ranks among the nation's top 20 universities for research and development spending and No. 1 among institutions without a medical school.

Georgia Tech's Mission and Values

Georgia Tech's mission is *to develop leaders who advance technology and improve the human condition*. The Institute has nine key values that are foundational to everything we do:

- Students are our top priority.
- We strive for excellence.
- We thrive on diversity.
- We celebrate collaboration.
- We champion innovation.
- We safeguard freedom of inquiry and expression.
- We nurture the wellbeing of our community.
- We act ethically.
- We are responsible stewards.

Over the next decade, Georgia Tech will become an example of inclusive innovation, a leading technological research university of unmatched scale, relentlessly committed to serving the public good; breaking new ground in addressing the biggest local, national, and global challenges and opportunities of our time; making technology broadly accessible; and developing exceptional, principled leaders from all backgrounds ready to produce novel ideas and create solutions with real human impact.

The University System of Georgia Core Values Statement

The University System of Georgia is comprised of our 26 institutions of higher education and learning as well as the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability, and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found on-line at https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct.

Additionally, USG supports Freedom of Expression as stated in Board Policy 6.5 Freedom of Expression and Academic Freedom found on-line at <https://www.usg.edu/policymanual/section6/C2653>.

Office of the Executive Vice President for Research

The Executive Vice President for Research (EVPR) directs Georgia Tech's portfolio of research, development, and sponsored activities. This includes leadership of the Georgia Tech Research Institute (GTRI), the Enterprise Innovation Institute, nine Interdisciplinary Research Institutes (IRIs) and numerous associated research centers, and related research administrative support units: commercialization, corporate engagement, research development and operations, and research administration. The Office of the EVPR organizational chart can be found here: [EVPR Office Organizational Chart](#). The EVPR has served as convener of the Commission on Research Next, which outlined a comprehensive strategy for accelerating research at Georgia Tech.

Georgia Tech routinely ranks among the top U.S. universities in volume of research conducted. In 2023, the Institute ranked 17th nationally in research and development expenditures in the Higher Education Research and Development (HERD) Survey by the National Science Foundation. The two previous years, Georgia Tech had been ranked 20th. Georgia Tech was also ranked No. 1 among universities without a medical school — a major accomplishment, as medical schools account for a quarter of all research expenditures nationally.

Georgia Tech Research Institute

The Georgia Tech Research Institute (GTRI) was founded in 1934 to help jump-start Georgia's struggling economy during the Great Depression. Initially known as the Engineering Experiment Station (EES), the original focus was on applied technology applicable to engineering, manufacturing, agriculture, and industry, but evolved during the Cold War to a primary focus on technology for national security.

In 1995, GTRI was designated a University Affiliated Research Center (UARC) by the Director of Defense Research and Engineering (DDR&E), Office of the Secretary of Defense (OSD). GTRI's core competencies under the UARC designation focus primarily on offensive & defensive missile weapon systems, networks, information, and communications systems, cyber operations, and associated and supporting functional technologies.

Eighty-nine years since our founding, GTRI employs over 2,900 employees across three directorates, eight laboratories, 15 support units, and 22 locations around the country, performing more than \$940 million of problem-solving research annually for government and industry. GTRI leverages the science and engineering bases of Georgia Tech to enhance the impact of their collective research output. Collaboratively, GTRI advances technology and provides innovative solutions to:

- Serve national security;
- Enhance State of Georgia economic development;
- Improve the human condition;
- Educate future technology leaders.



Atlanta, GA

Atlanta, Georgia, located in the geographic center of the Southeast, is the nation's 8th largest metropolitan area and has the world's most-traveled airport. The city of Atlanta is home to more than 490,000 people and over 6.1 million reside in the Atlanta metro area.

Metro Atlanta is a regional, national, and global center for business operations and is home to more than 137,000 businesses. With a gross domestic product (GDP) of \$406 billion, Atlanta has the tenth-largest economy of cities in the U.S. and the 20th-largest in the world. Its economy is considered diverse, with dominant sectors in industries including transportation, aerospace, logistics, healthcare, news and media operations, film and television production, information technology, finance, and biomedical research and public policy.

Atlanta is truly a world-class city with living options that include the bustling downtown to the more rural areas a short distance away. There is something for everyone: Dining, culture, the arts, and professional, collegiate and amateur sports. With its delightfully mild, four-season climate and forested topography, it's no wonder that people continue to move there. A short drive from Atlanta includes natural wonders like Stone Mountain Park, Providence Canyon State Park and Lake Lanier. Atlanta is the gateway of the New South, offering a unique blend of big-city entertainment and Southern hospitality.

For those hoping for a more relaxed lifestyle, outside of Atlanta proper, there are many communities to fit one's particular lifestyle like Alpharetta, Marietta, Buford and Sandy Springs that provide easy access to Atlanta without the bustle of the city and beautiful scenery aplenty. The area surrounding Atlanta includes everything from national parks (Kennesaw Mountain National Battlefield Park, Amicalola Falls), to beautiful lakes (Allatoona Lake, Lake Sidney Lanier), art museums, fine dining and world-class barbecue.

Atlanta's vibrant economic growth attracts hundreds of companies and thousands of well-educated job seekers annually. The area's high employment and strong, diverse industry base will ensure its continued record-setting growth. Metro Atlanta's openness has proven to be an alluring magnet for the world's foremost companies. Metro Atlanta ranks among the top five in the nation in net new job growth for the last decade, adding nearly 460,000 new jobs. Metro Atlanta is forecasted to be the third-largest job generator over the next decade.

One of Atlanta's oldest and most well-known companies, The Coca-Cola Company, made its start in Atlanta when Dr. John Pemberton, an Atlanta pharmacist concocted the Coca-Cola soft drink formula in a brass kettle in his

backyard, trying to discover a headache tonic. The Coca-Cola Company was incorporated in Atlanta in 1888 and is now one of the top 100 companies in revenue in the United States. Turner Broadcasting and Cox Communications call Atlanta their corporate headquarters. In the 1970s and 80's, companies and organizations such as Home Depot, Georgia-Pacific and the American Cancer Society moved their headquarters to Atlanta – and the trend has continued with UPS, the world's largest shipper, ING Americas, Holiday Inn and InterContinental Hotels, CARE International, Philips Consumer Electronics, GE Energy, Porsche Cars North America, Novelis and Spectrum Brands (Rayovac Batteries) – all moving their headquarters to Atlanta in the last ten years.

Metro Atlanta is also home to the world-renowned U.S. Centers for Disease Control & Prevention, Arthritis Foundation, as well as several distinguished universities along with Georgia Tech including Emory University, and Morehouse School of Medicine.

<https://discoveratlanta.com/>

<https://en.wikipedia.org/wiki/Atlanta>

<https://www.exploregeorgia.org/city/atlanta>

Procedure for Candidacy

All applications, nominations and inquiries are invited. Applications should include, as separate documents, a CV or resume and a letter of interest addressing the themes in this profile.

WittKieffer is assisting Georgia Tech in this search. For fullest consideration, candidate materials should be received by February 7, 2025.

Applications, nominations, and inquiries can be directed to:

Lauren Bruce-Stets and Natalie Song

GeorgiaTechAVP-RA@wittkieffer.com

The Georgia Institute of Technology (Georgia Tech) is an Equal Employment Opportunity Employer. The University is committed to maintaining a fair and respectful environment for all. To that end, and in accordance with federal and state law, Board of Regents policy, and University policy, Georgia Tech provides equal opportunity to all faculty, staff, students, and all other members of the Georgia Tech community, including applicants for admission and/or employment, contractors, volunteers, and participants in institutional programs, activities, or services. Georgia Tech complies with all applicable laws and regulations governing equal opportunity in the workplace and in educational activities.

Georgia Tech prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions. This prohibition applies to faculty, staff, students, and all other members of the Georgia Tech community, including affiliates, invitees, and guests. Further, Georgia Tech prohibits citizenship status, immigration status, and national origin discrimination in hiring, firing, and recruitment, except where such restrictions are required in order to comply with law, regulation, executive order, or Attorney General directive, or where they are required by Federal, State, or local government contract.

More information on these policies can be found here: <https://www.usg.edu/policymanual/section6/c2714>.