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SUMMARY OF QUALIFICATIONS:

Resourceful research administrator with comprehensive hospital and university pre-award proposal development and post-award financial management experience including 18 years as authorized institutional reviewer and signatory. Twenty-two years expertise managing NIH-funded multi-disciplinary research centers. Extensive knowledge of entire proposal lifecycle from funding source identification, through submission, negotiation and award, project management, and closeout. Strong organizational, interpersonal, mentoring and teambuilding skills as well as writing, quantitative and analytical skills. MBA Northeastern University, BA Tufts University. Active member of NCURA and SRA.

- Systems Knowledge: eRA Commons, Grants.gov, Info Ed, ASSIST, Grant Solutions, Commbuys
- Strong budget preparation & monitoring abilities
- Mentoring & supervisory experience
- Policy Knowledge: NIH Grants Policy, Uniform Guidance Policy, A-133 Audit Policy
- Proficient writer and editor
- Notary Public

RESEARCH ADMINISTRATION/ OPERATIONS EXPERIENCE:

Boston Medical Center/ Boston University Medical Campus, Boston, MA 2001 – present

Senior Research Administrator (part-time) Anderson Lab, BUMC 2019 – present

- Provide administrative support for newly funded Contraceptive Research Center
- Liaison to BU Sponsored Programs & five collaborating institutions
- Responsible for budget & progress report preparation & submission

Associate Director, Grants and Contracts, BMC 2013 – 2018

- Managed pre-award proposal development & review team for 117 M portfolio
- Responsible for final reviews of all proposals prior to submission to sponsor
- Trained and mentored central office & department staff in proposal development
- Reviewed & submitted applications & progress reports for federal and state sponsors
- Developed & disseminated staff training materials

Associate Director for Administration, National Emerging Infectious Diseases Laboratories (NEIDL) 2004 – 2013

- NEIDL is one of 11 Biosafety Level 4 high containment labs in North America
- Initiate shadow systems for classifying and tracking 141 M construction grant expenses
- Coordinate yearly NIH submission of 18 module Operations Grant annual report & 15 M budget
- Write and edit progress report modules
- Train and mentor staff in proposal development and financial management activities
- Project managed submission of 18 proposals which resulted in 12 million dollars additional funding

Administrative Director, Office of the Associate Provost for Research & Vice Chair for Research, Department of Medicine 2001 – 2009

- Provided proposal development services to multiple schools & departments
- Served as liaison with 3 institutional sponsored programs/ grants administration offices
- Coordinated submission of 69 proposals which resulted in 50 million dollars additional funding
- Coordinated submission of 128 million dollar NEIDL construction grant & 54 million dollar operations grant
- Redesigned Department of Medicine Research Annual Report, collected & analyzed data

Tufts Medical Center/ Tufts University Medical Campus, Boston, MA 1974 – 2001**Co-Director, Grants and Contracts** 1999 - 2001**Associate Director, Grants and Contracts** 1994 - 1998**Assistant Director, Grants and Contracts** 1989 – 1994

- Authorized institutional signatory for 60 million dollar research portfolio
- Initiated first scientific integrity seminar series for trainees
- Initiated institutional training activities for research managers
- Project manager for submission of complex, multi-institutional proposals

Administrator, Tupper Research Institute 1989 - 2001

- Manager of 14 story, Department of Medicine dedicated research facility
- Responsible for overseeing 30 million dollar award portfolio from multiple sponsors
- Mentored/ trained and supervised 11 exempt division and program managers
- Prepared monthly research bill which generated 15% of faculty practice plan annual income

Administrator, Center for Gastroenterology Research 1984 – 1989

- Operations manager of basic science center linking 16 departments on 3 campuses
- Managed pilot project review & award process which generated 13 million dollars of grant funding
- Developed a shadow accounting system used as a model for institutional system changes

Administrator, Cancer Institute 1979 – 1983

- Operations manager responsible for institute personnel & financial activities
- Provided proposal development and grants management services to NIH funded clinical cancer center
- Initiated startup activities for Cancer Clinical Trials Office & Breast Health Center

Director, Office of Cancer Management 1974 – 1979

- Coordinated reorganization of institution's cancer program
- Earned American College of Surgeon's accreditation after an 8 year hiatus
- Project manager for an NCI-funded 14 hospital breast cancer network project

TEACHING/ MENTORING EXPERIENCE:**Mentor, Citilab Training Program Prototype** 1991- 1993

- Designed and taught career development seminars, scheduled speakers
- Initiated job placement for one-third of first graduating class at Tufts Medical Center
- Provided post-employment mentoring to program graduates

Instructor, Massachusetts Bay Community College 1977-1978

- Designed & taught "Computers in Healthcare Course" for medical record technician students
- Researched & selected instructional materials, evaluated & counseled students

EDUCATION:

MBA Northeastern University, Boston, MA, Concentration: Health Care & Human Resources Management

BA Tufts University, Medford, MA; Major: American History, French Literature

Certificate, Biotechnology, Metropolitan College, Boston University, Boston, MA

Graduate Student (special student status), School of Engineering, Northeastern University, Boston, MA

Certificate, Health Record Administration, University of Pennsylvania, Philadelphia, PA

SPECIALIZED TRAINING COURSES:

Intellectual Property Rights in Research; Human Factors Engineering; Biomedical Engineering, Laboratory Instrumentation and Robotics; Developing University-Industry Relationships; Good Manufacturing Practices and Quality Control in the Pharmaceutical Industry; HIPAA: A-133 Audit Issues; Administering Subawards; Time and Effort Reporting; Federal Acquisition Regulations; Service Centers: How to Open and Operate; Managing International Research; FEMA National Incident Management Course.

PROFESSIONAL AFFILIATIONS:

National Council of University Research Administrators (NCURA)
Society of Research Administrators (SRA)

PUBLICATIONS/PRESENTATIONS:

Folland, R.E., Neurath, P.W. and W.T. Powell. The Tufts-New England Medical Center Computer Based Tumor Registry. Proceedings of the Fifth International Conference on the Use of Computers in Radiotherapy. Edward Sternick, (ed.), University Press of New England, Hanover, N.H., 1976.

Folland, R.E. Nurse Practitioner-Physician Assistants: Perpetuator of or Panacea for our Ailing Health Care System. Worcester Medical News, 42:3, pp. 14-17, May-June, 1977.

Folland, R.E. Automating a Tumor Registry. Tufts Health Science Review, 7:1, pp. 62-65, Summer, 1977.

Marchant, D.J., Kreger, B.E., Perlmutter, S., and R.E. Folland. New England Prototype Network Demonstration Project in Breast Cancer - an Update. Presented at the American Radium Society Annual Meeting, Philadelphia, PA., 4/28/80.

Fini, J.C. and R.E. Folland. Taking the Mystery out of Site Visits. Presented at NCURA Region I/II Joint Meeting, New York, NY., 4/19/89.

Fini, J.C., Folland, R.E. et al. Research Administration in Biomedical Institutions. NCURA Annual Meeting Workshop, Washington, D.C., 11/5/90, 11/4/91, 11/7/92, 11/7/93.

Folland, R.E., Gifford, J. and N. Dixon. Orchestrating a Site Visit. Presented at the NCURA/SRA Region I Joint Meeting, Hyannis, MA, 5/7/91.

Stevens, A.R. and R.E. Folland, Teaching Ethics in Biomedical Research. Presented at NCURA Conference on Biomedical Issues and Opportunities, Boston, MA, 5/1/92.

Folland, R.E., Endicott, C.W., Chalek, M., Kaplan, G., Franks, O., McCloud, B. and D.M. Jefferson. The Boston Biomedical Training Program, Presented at: Research Administration Discussion Group, Boston, MA, 10/14/91; NCURA Annual Meeting, Washington, DC, 11/8/92; Dana Farber Cancer Institute, Boston, MA, 3/17/93.

Erickson, S., Carroll, P. and R.E. Folland. Improving the Working Relationship Between Pre-Award and Post-Award Sponsored Project Administrators presented at NCURA Region I Annual Meeting, Newport, RI, 4/26/94.

Folland, R.E. and A.F. McKusick. Total Quality Management and Statistical Process Control in Clinical Research. Presented to the Statistical Process Control Society, Boston, MA, 5/24/94.

Folland, R.E. and T. Folland. Different Work, Fewer People, New Tools: The Rightsizing Dilemma. Presented at NCURA Annual Meeting, Washington, DC, 11/5/96.

Jamieson, E.J., Cohen, C. and R.E. Folland. Everything You Always Wanted to Know About Training Grants But Were Afraid to Ask. Presented at the SRA Northeast Section Meeting, Newport, RI, 5/5/98.