

**BIO – Shenetta Dudley**  
**OFFICE OF SPONSORED RESEARCH AND PROGRAMS**

**Pre-Award Administrator**

**Name:** Mrs. Shenetta Dudley  
**Status:** FTE Permanent/SPA  
**Degree:** B.S. in Management Information Systems (MIS)  
**Training:** Certified Research Administrator (CRA); Research Law, Grants Management, and Proposal Development, Financial Management (SRA International); Pre-Awards Training, Federal Contracting Training I (UNC-SPARC); Protecting Human Research Participants (NIH); Ingeniux Web Development Training; and Ethics For Administrators and Staff in Research Training (CITI)  
**Experience:** 15+ years in pre-awards administration  
**Responsibilities:** Executes the pre-award administrative functions associated with Sponsored Research and Programs. Trains faculty and staff on electronic web proposal submission procedures in the use of Electronic Research Administration (ERA) systems used by federal sponsors (NSF Fastlane, NIH Commons, Grants.gov, etc.) and funding search databases. Inputs proposal submission and award data into Research Administration Management System and Electronic Submissions (RAMSeS) database. Serves on the RAMSeS Advisory Board and acts as RAMSeS administrator. Uses electronic tools to locate appropriate funding opportunities for researchers and administrators. Provides monthly and special reports of proposal submissions and award data. Attends professional meetings, workshops and seminars to keep abreast of sponsored program administration. Manages and monitors budgets for the department to ensure adequate monies are available for expenditures.