

Michael J. Spires, CRA
The Research Office, Oakland University
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Summary

Certified research administrator with 18+ years' experience in pre-award research administration, research development, and proposal development in both academic and non-profit settings. More than 25 years' experience working at research universities, interacting with faculty, staff, students, and administrators. Specialties in proposal development, policy development, copy- and technical editing, research development, research, communications, and training.

Education

Doctor of Philosophy in Modern European History (did not graduate) <i>Northern Illinois University, DeKalb, IL</i>	2006-2011
Master of Arts in Modern European History <i>Northern Illinois University, DeKalb, IL</i>	2006
Master of Science in Library and Information Science <i>University of Illinois at Urbana-Champaign, Urbana, IL</i>	1991
Master of Arts in Classics <i>University of Colorado at Boulder, Boulder, CO</i>	1989
Bachelor of Arts, <i>cum laude</i> , in Chemistry and Classics <i>Knox College, Galesburg, IL</i>	1985

Certifications

Certified Research Administrator, Research Administrators Certification Council, 2015-2020, 2020-2025

Career History and Accomplishments

Co-Managing Editor, Publication & Design, *Research Development Review: The NORDP Journal* 2023-present

Research Development Officer 2017-present
The Research Office, Oakland University, Rochester, MI

Responsible for working directly with faculty, departments, centers, and programs to strategically identify and pursue external funding. Also work with faculty to further their competitive positioning and develop tools and strategies available to all faculty that improve their competitive capacity and reduce the time faculty spend engaging in the pre-award activities required to obtain external funding.

Principal Proposal Analyst 2016-2017
Office of Contracts and Grants, University of Colorado, Boulder, CO

Responsible for all aspects of sponsored project proposal development and submission including finding and interpreting sponsor guidelines and expectations, analyzing proposals and budgets to ensure compliance with university and sponsor policies, procedures, and regulations, ensuring that each proposal and its financial and in-kind commitments are acceptable to the university, the funding agency, and the investigator. Act as a representative of the university in the field of research administration, holding active memberships in relevant professional associations, providing information and training in the field of research administration both within and without the campus

Career History and Accomplishments, continued

community. Act as liaison between the university and external sponsors with regard to proposal development functions.

Senior Proposal Analyst 2014-2016

Office of Contracts and Grants, University of Colorado, Boulder, CO

Work with faculty members to identify and respond to funding opportunities and possible alternate sources of funding. Review and interpret proposal guidelines and sponsor expectations. Review and analyze proposals to ensure compliance with federal and non-federal rules and regulations as well as university policies and procedures. Develop proposal budgets that comply with applicable rules, regulations, and policies. Address compliance issues prior to proposal submission or under just in time guidelines. Ensure that all university commitments are proper, documented, and approved. Resolve legal, administrative, and financial problems at proposal preparation stage and prior to the receipt of an award. Determine that a proposal is ready for submission. Sign and submit proposals, on behalf of the university by their deadlines (delegated signature authority up to \$5 million). Provide formal and informal training to faculty members and departmental administrators. Serve as a resource and/or mentor for new proposal analysts.

Proposal Development Specialist 2011-2014

Office of Sponsored Projects, Smithsonian Institution, Washington, DC

Work with Smithsonian scholars and researchers to develop research plans and identify collaborators, including facilitating introductions of potential collaborators. Assist scholars and researchers in finding funding opportunities for their research. Assist in the production and editing of proposal components and in communications with staff members in OSP and at sponsoring agencies. Cultivate and maintain contacts with appropriate staff members at agencies and sponsored research offices in the Washington, DC metropolitan area. Provide workshops and training to Smithsonian staff on proposal development, proposal writing, identifying funding opportunities, and other appropriate subjects. Assist in the development and revision of policies and procedures for OSP or for the Institution relating to sponsored projects. Develop and maintain web and social media presence for proposal development issues.

Research Development Specialist 2006–2011

Office of Sponsored Projects, Northern Illinois University, DeKalb, IL

Responsible for working with faculty and staff members as well as students (primarily in the physical, mathematical, and life sciences, for which I had primary responsibility; but also assisted with researchers in other areas as needed to support the overall office mission) to develop, edit, and submit proposals to external funding agencies; develop and prepare budgets; develop funding opportunities; assist faculty members with developing and sustaining research interests and finding appropriate funding opportunities for those interests. Also wrote nontechnical proposal sections, prepared reports, developed or assisted in the development of office policies, worked on the OSP web redesign, and performed other duties as assigned.

Coordinator for Recruitment and Public Relations 1999-2006

Department of Chemistry and Biochemistry, Northern Illinois University, DeKalb, Illinois

Word Processor Operator III (Illinois State Civil Service) 1998-1999

Department of Chemistry and Biochemistry, Northern Illinois University, DeKalb, Illinois

Newsletter Editor (part-time) 1996-1998

Rock River Section, American Chemical Society, DeKalb, Illinois

Web Page Design Consultant (part-time, self-employed) 1996-2011

Word Processor Operator II (Illinois State Civil Service) 1994-1998

Department of Chemistry, Northern Illinois University, DeKalb, Illinois

Career History and Accomplishments, continued

Librarian (part-time) <i>The Rev. Stephen K. Potter Library, Newman Catholic Student Center, DeKalb, Illinois</i>	1994-1997
Editorial Columnist <i>The Daily Chronicle, DeKalb, Illinois</i>	1992-1994
Typesetter <i>The Daily Chronicle, DeKalb, Illinois</i>	1991-1994
Editorial Production Assistant <i>Illinois Classical Studies, Urbana, Illinois</i>	1990

Publications and Presentations

- Eck, Kimberly; Hemming, Japera; Castro, Alicia; Celaya, Adrienne; Coley, Camille; Collier-Youngblood, Marta; Darko, Samuel; Kohler, James; Levin, Jacob; Marcinkowski, Mike; McClure, Sheila; Pitre, Erica; Spires, Michael; Walker, Barbara L.E.; Wickham, Quyen; Willibrand, Trent. "Using Research Development to Enhance Research Capacity at Four HBCUs: Results from the NORDP Consultants Program Cohort 1," submitted to *Research Management Review*.
- Stone, David; Exner, Nina; Spires, Michael; Dalby, Anna; Dyslin, Kellie; Venable, Jessica; Goff-Albritton, Rachel; Carney, Paula. "Research Development Review: The NORDP Journal – A Peer-Reviewed Journal for RD Research." Poster presented at the 16th Annual NORDP Research Development Conference, Bellevue, WA, April 30, 2024.
- Buford, Andrea; Spires, Michael. "Research Development Across the Career-Span." Presented (virtually) at the 14th Annual NORDP Research Development Conference, April 28, 2022.
- Spires, Michael. "How We Got Here: Historical Antecedents of Research Development." Presented (virtually) at the 13th Annual NORDP Research Development Conference, April 26-May 6, 2021.
- Buford, Andrea; Spires, Michael. "A Healthy Research Ecosystem: A New Model for Consideration." Presented at the 2019 NORDP Great Lakes Regional Meeting, Ann Arbor, MI, October 21, 2019.
- Spires, Michael. "So You've Been Asked to Set Up an RD Office: Now What?" Presented at the 11th Annual NORDP Research Development Conference, Providence, RI, April 30, 2019.
- Spires, Michael. "Understanding the Proposal Review Process." Presented at the 10th Annual NORDP Research Development Conference, Arlington, VA, May 8, 2018.
- AtKisson, Peg; Buford, Andrea; Falk-Krzyszinski, Holly; Spires, Michael. "Foundations of Research Development: An Introduction." Full-day short course presented at the 10th Annual NORDP Research Development Conference, Arlington, VA, May 7, 2018.
- Buford, Andrea; Spires, Michael. "Grant Writing and Proposal Development." Two-day workshop presented at the SRA International Research Management Intensive, Atlanta, GA, February 16-17, 2017.
- Spires, Michael. "Positioning for Proposal Success." Presented at the 8th Annual NORDP Research Development Conference, Orlando, FL, May 25, 2016.
- Buford, Andrea; Konstantinidis, Ioannis; Piechowski, Marjorie; Spires, Michael. "Research Development: From Building a Body of Knowledge to Structuring a Certificate Program." Panel session presented at the 8th Annual NORDP Research Development Conference, Orlando, FL, May 25, 2016.
- Endy, Stephanie; Spires, Michael. "Implementing Uniform Guidance: Policy and Practice." Two-day workshop presented at the SRA International Research Management Intensive, Orlando, FL, February 1-2, 2016.
- Endy, Stephanie; Scott, Stephanie; Spires, Michael. "Uniform Guidance: An Open Forum to Share and Learn." Panel session presented at the 2015 SRA International Annual Meeting, Las Vegas, NV, October 21, 2015.

Publications and Presentations, continued

- Dyslin, Kellie; Feldman, Jean; French, Jamie; Kingsley, Beth; Spires, Michael. "NSF Fundamentals." Workshop session presented at the 2015 SRA International Annual Meeting, Las Vegas, NV, October 18, 2015.
- Dyslin, Kellie; Spires, Michael. "When Research Development is Just One Part of Your Job Description." Panel session presented at the 7th Annual NORDP Research Development Conference, Bethesda, MD, April 30, 2015.
- Spires, Michael. "The Uniform Guidance and You." *SRA Catalyst* (online), April 2015.
- Dodson, Martha; Dyslin, Kellie; Leffler, Jeremy; Spires, Michael. "NSF Fundamentals." Workshop session presented at the 2014 SRA International Annual Meeting, San Diego, CA, October 19, 2014.
- Piechowski, Marjorie; Spires, Michael. "Positioning Yourself for Proposal Success." Faculty workshop presented at the University of South Florida, Tampa, FL, August 12, 2014.
- Spires, Michael. "Using Social Media in Research Development." Presented at the 6th Annual NORDP Research Development Conference, Portland, OR, May 21, 2014
- Piechowski, Marjorie, Botner, Leigh, Spires, Michael J. "Grant Writing and Proposal Development." Workshop session for the Society of Research Administrators International, Research Management Intensive meeting, Tampa, FL, March 6-7, 2014.
- Spires, Michael. "What to Say—and Not Say—to Program Officers." Presented at the University of Tennessee Grant Writing Institute's DC Seminar, "Interacting with Funding Agencies: Strategies for Success," June 13, 2013.
- Spires, Michael J. "Rejection and Its Discontents," *Chronicle of Higher Education* (online), May 20, 2013.
- Spires, Michael. "Research Development: It's Not Just for Writing Center Grants." Networking session held at the 5th Annual NORDP Research Development Conference, Austin, TX, May 14, 2013.
- Buford, Andrea; Dyslin, Kellie; Martin, Donna; Spires, Michael. "Positioning for External Funding Success: How Development Specialists Support Faculty." Presented at the 2013 Northeast/Midwest Section Meeting of the Society of Research Administrators International, Providence, RI, May 7, 2013.
- Spires, Michael; Sell, Christine. Grantsmanship I and II. Workshop sessions presented at the 2013 Northeast/Midwest Section Meeting of the Society of Research Administrators International, Providence, RI, May 5, 2013.
- Buford, Andrea; Dyslin, Kellie; Martin, Donna; Spires, Michael. "Positioning for External Funding Success: How Development Specialists Support Faculty." Presented at the 2012 Midwest/Southern Section Meeting of the Society of Research Administrators International, Cincinnati, OH, May 7, 2012.
- Spires, Michael J. "What to Say—and Not Say—to Program Officers," *Chronicle of Higher Education* (online), March 28, 2012.
- Spires, Michael. "Colonialism by Other Means? Social Policy for Women and Illegitimate Children in the French Zone of Occupied Germany 1945-1950." Presented at "Spaces of War in the French and Francophone World," University of Minnesota, Minneapolis, MN, October 28, 2006.
- Spires, Michael. "Your Parish on the Internet," *ParishWorks*, May/June 2000.
- Spires, Michael J., *Creating Your Parish Website* (Liguori, Mo.: Liguori Publications, 1999).
- Spires, Michael J., "The Iliad" and "The Odyssey," in *Epics for Students*, edited by Marie Lazzari (Detroit: Gale Research, September 1997).

Publications and Presentations, continued

“*De ovibus usque ad mala: Structural and Thematic Unity in Books I and VI of Lucretius’ De Rerum Natura*,” presented to the 88th Annual Meeting of the Classical Association of the Middle West and South in Austin, TX, on 3 April, 1992.

“Parmenides 130c3-4: An Apparent Paradox Considered in the Light of the Platonic Corpus,” presented to the 85th Annual Meeting of the Classical Association of the Middle West and South in Lexington, KY, on 30 March, 1989.

Professional, Institutional, and Civic Service

City of Auburn Hills, Michigan

Election Inspector	2020-present
Precinct Chairperson	2022-present

National Organization of Research Development Professionals

Board of Directors	2014-2018
President	2017-2018
Vice President/President-Elect	2016-2017
Secretary	2015-2016
Executive Committee	2015-2018
Governance Committee	2015-2018
Co-chair, Enhancing Collaboration Working Group	2014-2015
New Opportunities in Research Development (NORD) Committee	2015-present
Executive Conference Committee	2016-2018
Conference Committee, Fifth Annual Meeting, 2013	2012-2013
Conference Committee, Eighth Annual Meeting, 2016	2015-2016
Conference Co-Chair, Ninth Annual Meeting, 2017	2016-2017
Conference Committee, Tenth Annual Meeting, 2018	2017-2018
Nominating Committee	2015-2016
Professional Development Certification Working Group	2015-2018; 2021- present
Program for External Evaluation of Research Development (PEERD)	2021-present
HBCU Consultant Program	2021-present
NSF EPIIC Consultant	2023
Editorial Board, <i>Research Development Review: The NORDP Journal</i>	2023-present

Society of Research Administrators International

Thread Co-chair, Program Committee, 2015 Annual Meeting	2015
Speaker’s Bureau	2016-2018

Proposal Reviewer

National Aeronautics and Space Administration	
Summer of Innovation	March 2011
United States Department of Education	
TRIO Student Support Services	April 2015
Center of Excellence Veteran Support Services	June 2015
Minority Science and Engineering Improvement Program	July 2015; June 2017

PI Academy

Oakland University 2017-present

PI Transfer Working Group

<i>University of Colorado, Boulder</i>	2016-2017
Chair	2016-2017

Professional, Institutional, and Civic Service, continued

Indirect Cost Policy Working Group <i>University of Colorado, Boulder</i>	2016-2017
DOD Working Group <i>University of Colorado, Boulder</i>	2016-2017
Colorado Shakespeare Festival Executive Committee	2014-2017
Uniform Guidance Working Group <i>University of Colorado, Boulder</i>	2014
Interagency SciENCv Working Group <i>Washington, DC</i>	2013-2014
Smithsonian Profiles Working Group <i>Smithsonian Institution, Washington, DC</i> Chair	2013-2014
Executive Committee, Friends of the Northern Illinois University Libraries <i>Northern Illinois University, DeKalb, IL</i> Secretary, 2007-2009.	2007-2011
Libraries Advisory Committee <i>Northern Illinois University, DeKalb, IL</i> Chair, 2010-2011 Chair, 2003-2004	2001-2011
Undergraduate Research and Artistry Committee <i>Northern Illinois University, DeKalb, IL</i>	2009-2011
<i>Ex officio</i> Representative, University Council <i>Northern Illinois University, DeKalb, IL</i>	2002-2003
Judge, NIU Best of the Web Awards <i>Faculty Development and Instructional Design Center, Northern Illinois University, DeKalb, IL</i>	2002
Collection Development Committee <i>University Libraries, Northern Illinois University, DeKalb, IL</i>	2002
University Council Ad Hoc Committee on Faculty & Staff Grievance Procedures <i>Northern Illinois University, DeKalb, IL</i> Alternate member	2002-2004
Supportive Professional Staff Council <i>Northern Illinois University, DeKalb, IL</i> Constitution and Elections Committee, 2001-2010; Co-Chair (Constitution), 2002-2010. During my tenure on this committee, I led the process of revising and rewriting the Council's constitution (2002-2003) SPS Hearing Board, 2001-2011 At direction of the Council, researched and prepared a Statement of Professional Ethics for SPS at NIU (2001). Chair, Ad Hoc Committee on SPS Grievances (2002). Alternate, 2000-2001	2000-2010

Job-Related Training

- CITI Conflicts of Interest, Stage 1 (8 March 2023; expires 3/8/2027)
- CITI Export Controls Course, Stage 1 (April 2019; no expiration date)

Job-Related Training, continued

CITI Avoiding Group Harms – US Research Perspectives (11/30/2022; expires 11/30/2025)

CITI Export Controls (4/25/2019; no expiration date)

CITI Health Information Privacy and Security (HIPS) for Clinical Investigators (5/8/2019; no expiration date)

CITI Conflicts of Interest (3/8/2023; expires 3/8/2027)

CITI Family Educational Rights and Privacy Act (5/8/2019; no expiration date)

CITI FERPA for Researchers (11/30/2022; expires 11/30/2025)

CITI Humanities Responsible Conduct of Research Training (April 2019, no expiration date)

CITI International Research (SBE), Stage 1 (11/30/2022; expires 11/30/2025)

CITI Research and HIPAA Privacy Protections (11/30/2022; expires 11/30/2025)

CU Conflict of Interest and Commitment (May 2016)

CU Dual-Use Research of Concern (January 2016)

CU The Highly Effective Manager (July 2015)

Managing the CU Boulder Way (June 2015)

CU Diversity Workshop (April 2015)

National Science Foundation Proposal Submission Modernization web-cast (February 2015-October 2017)

National Organization of Research Development Professionals web-cast, “Interacting with Federal Officials: A Possible Element in the Research Development Toolkit” (January 2015)

CU TINA Training (October 2014)

CU IACUC overview (June 2014)

CITI Social Behavioral Research Investigators and Key Personnel Human Subjects Training (June 2014)

CU Signature Authority training (June 2014)

CU Conflict of Interest Training for NIH; Information Security and Privacy Awareness; Travel and Travel Card Training; CU Fiscal Code of Ethics; CU Introduction to Export Controls; CU People Soft Finance System; CU HRMS Fundamentals; CU HRMS Inquire and Reporting (April 2014)

CU Discrimination and Harassment (March 2014)

National Science Foundation Regional Grants Conference, Rosslyn, VA (October 2012)

National Science Foundation Regional Grants Conference, Nashville, TN (March 2011)

National Science Foundation Regional Grants Conference, Portland, OR (October 2007)

Fundamentals of Sponsored Project Administration 2, National Council of University Research Administrators (July 2007)

Fundamentals of Sponsored Project Administration 1, National Council of University Research Administrators (December 2006)

Introduction to Statistics I and II, Social Science Research Institute, Northern Illinois University (May 2002)

Testing and Grading to Enhance Student Learning, Teaching Effectiveness Institute, Faculty Development and Instructional Design Center, Northern Illinois University (January 2002)

Copyright Issues, Northern Illinois University (November 2001)

Job-Related Training, continued

- Copyright and Intellectual Property: Issues for Online Instruction, Northern Illinois University (September 2001)
- Cooperative Learning Workshop, Faculty Development and Instructional Design Center, Northern Illinois University (August 2001)
- Teaching Effectiveness Institute, Faculty Development and Instructional Design Center, Northern Illinois University (August 2001)
- Introductory Survey Design and Interpretation, Social Science Research Institute, Northern Illinois University (June 2001)
- Intermediate SPSS for Windows, Social Science Research Institute, Northern Illinois University (May 2001)
- Introduction to Visual Basic, National Science Foundation Short Course for Teachers (Chautauqua Program; May-June 2000)
- Introduction to SPSS-PC, Social Science Research Institute, Northern Illinois University (May 2000)
- New Approaches to Teaching and Learning Science: Multimedia, World Wide Web & Cooperative Learning, Central States Universities (October 1999)

Teaching and Training Presented

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| Success with the NEH Summer Stipend Program
<i>Oakland University</i> | 2020-present |
| Success with the NSF GRFP Program
<i>Oakland University</i> | 2019-present |
| Success with NSF Proposals
<i>Oakland University</i> | 2018-present |
| Success with NIH Proposals
<i>Oakland University</i> | 2018-present |
| Success with NSF CAREER Proposals
<i>Oakland University</i> | 2018-present |
| Understanding the Proposal Review Process
<i>Oakland University</i> | 2018 |
| Finding Funding
<i>Oakland University</i> | 2017-present |
| Understanding the World of Grants
<i>University of Colorado Boulder, ECEN 6016 guest lecture</i> | 2016 |
| Funding for the Arts and Humanities
<i>University of Colorado Boulder</i> | 2015 |
| NSF Graduate Research Fellowship Program
<i>University of Colorado Boulder</i> | 2015-2016 |
| Positioning for Proposal Success
<i>University of Colorado Boulder</i> | 2015 |
| Proposal Writing I and II
<i>Smithsonian Institution</i> | 2012-2014 |

Teaching and Training Presented, continued

Understanding the Agency Review Process <i>Smithsonian Institution</i>	2013
Data Management Plans and Other Proposal Components <i>Smithsonian Tropical Research Institute, Panama</i>	2012
Success with NSF Proposals <i>Smithsonian Institution</i>	2011-2014
Positioning for Proposal Success <i>Smithsonian Institution</i>	2011-2014
Finding Funding Sources <i>Smithsonian Institution</i>	2011-2014
Grant Budgets 101 <i>Northern Illinois University</i>	2010
The Art and Craft of Writing Successful Proposals (& How to Find Funding) <i>Northern Illinois University</i>	2010
Grant Writing 101 <i>Northern Illinois University</i>	2010
Proposal Development <i>Northern Illinois University</i>	2010
Making Sense of Broader Impacts <i>Northern Illinois University</i>	2010
UNIV 101, University Experience (instructor of record) <i>Northern Illinois University, DeKalb, IL</i> Taught one section (17 students) of an interdisciplinary course offered as an extended orientation to incoming first-year students.	2001
Introduction to Homer and Epic Poetry (instructor of record) <i>University of Illinois at Urbana-Champaign, Urbana, IL</i>	1990
Introduction to Archaeology: Rome (teaching assistant) <i>University of Illinois at Urbana-Champaign, Urbana, IL</i>	1990
English Words from Latin and Greek Elements (instructor of record) <i>University of Illinois at Urbana-Champaign, Urbana, IL</i>	1989
Introduction to Archaeology: Greece (teaching assistant) <i>University of Illinois at Urbana-Champaign, Urbana, IL</i>	1989
Classical Mythology (teaching assistant) <i>University of Illinois at Urbana-Champaign, Urbana, IL</i>	1989
Masterpieces of Roman Literature in Translation (teaching assistant) <i>University of Colorado at Boulder, Boulder, CO</i>	1989
Study of Words (teaching assistant) <i>University of Colorado at Boulder, Boulder, CO</i>	1988

Michael J. Spires, continued

Teaching and Training Presented, continued

Masterpieces of Greek Literature in Translation (teaching assistant)	1988
<i>University of Colorado at Boulder, Boulder, CO</i>	
Introductory Classical Greek I and II (co-taught)	1987-1988
<i>University of Colorado at Boulder, Boulder, CO</i>	

Memberships and Affiliations

American Association for the Advancement of Science
National Organization of Research Development Professionals

Honoraries and Honors

Alpha Psi Omega (Theatre)	
Eta Sigma Phi (Classics)	
National Honor Society	
Gary Gray Award for Service to the Supportive Professional Staff Council <i>Northern Illinois University, DeKalb, IL</i>	2004
Friend of the Staff Award for Service to the Operating Staff Council <i>Northern Illinois University, DeKalb, IL</i>	1998
Rev. Hubert V. McGinn Award for Outstanding Service <i>Newman Catholic Student Center, DeKalb, IL</i>	1995
Best Original Column, Illinois Press Association Editorial Excellence Contest, Division E <i>Honorable Mention</i>	1993
Lawrence Prize in Greek <i>Knox College, Galesburg, IL</i>	1982 & 1983

Languages

English (native)
French (fluent)
German (intermediate)
Italian (intermediate)
Classical Greek (advanced)
Latin (advanced)