

# April Braxton

## MGR, Research Administration

### Contact

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### Education

Santa Fe College  
A.S. Business Administration

### About

Research Administrator who works well in a demanding, fast paced, environment with exceptional skills for managing competing priorities and meeting deadlines in a complex research environment. Experienced in key project management principles and responsibilities, including concurrently monitoring multiple projects in different stages, and continually seeking process improvements – deploying Continuous Quality Improvements (CQI) methodologies. Familiarity with federal and institutional clinical research regulatory requirements and research administration processes. Excellent written and verbal communication skills. Possess solid organizational skills, including attention to detail, and a strong working knowledge of project management applications along with desktop productivity software and data integration tools. Strong skillset in managing complex projects with multiple stake holders while understanding the need to build strong relationships with regulatory and institutional resources.

### Experience

*04/2021 - Current*  
Research Administration Manager • UF CTSI

*09/2020 – 04/2021*  
Research Administrator II • UF CTSI

*01/2019 – 09/2020*  
Research Coordinator • UF CTSI

*01/2017 – 01/2019*  
Administrative Support Assistant II • UF CTSI

*07/2012 – 01/2017*  
Program Assistant • UF CTSI

- Project Management: NIH Research Performance and Progress Report (RPPR), External Advisory Committee, Governing Board, Mgmt. Team, CTSI Executive Team, NIH Prior Approval Process, NIH Key Personnel Changes, Institutional and NIH NCE Requests, Institutional Workflows,

Institutional Letters of Support, CTSI Voucher Program, Salesforce, Pilots (pre- and post-award), SOPs, Data Safety and Monitoring Board (DSMB) Coordinator, NCATS QA/QC Coordinator, DEI, Events-Conference Mgmt., Special Projects

## Key Skills

Project Management  
Research Administration (Pre- and Post-Award)

## Presentations

- IRB Brown Bag; Navigating COVID-19 Research Regulatory Reviews through the COVID-19 SRCWG (2020)
- Orientation for new MD-PhD Scholars; CTSI Services and Resources (2022)
- Challenges and Pitfalls of the NIH Prior Approval Process for Early Stage Investigators (2023)
- Submitting a CTSI Pilot Application; Breakdown of the RFA, Application, Review Process and CTSI Services and Resources (2020, 2021, 2022)

## Leadership Certifications and Training

- NCURA: New Research Admins – Get Ready
- NCURA: CRA Review Session (Prep for CRA Test 2023)
- NCURA: Recruiting and Retaining Research Administrators
- NCURA: Research Administrator's Guide to Servant Leadership
- NCURA: Metrics, KPIs and Benchmarks
- SRAI: Research Administration – Financial Management Certification
- SRAI: Understanding the Uniform Guidance on a Practical Level
- SRAI: Training the New RA
- SRAI: Research Administration – Managing Through Change
- UF: Be Your Best Certification
- UF: Business Communications Certification
- UF: Supervisory Challenge
- UF: PRO3 Series (HR/Payroll Management & Fiscal Management Certifications)
- UF: RAFT – Research Administration & Financials Training
- CITI: Responsible Conduct for Research Administrators
- CITI: Responsible Conduct of Research for Social and Behavioral Sciences
- CITI: HR – UF Administrator CITI: HR – Social/Behavioral Research Investigators and Key Personnel
- CITI: GCP
- CTSI: Informed Consent

## Affiliations

- National Council of University Research Administrators (NCURA)
- Association for Clinical and Translational Science (ACTS)
- Society of Research Administrators International (SRAI)