

CV  
of  
Katie Shoaf Howard  
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EDUCATION

Masters of Library Science Appalachian State University Boone, North Carolina	2018
M.A. Romance Languages, Spanish Appalachian State University Boone, North Carolina	2015
Graduate Certificate, Rhetoric and Composition Appalachian State University Boone, North Carolina	2015
B.A. Spanish, summa cum laude Appalachian State University Boone, North Carolina	2011
B.A. English, summa cum laude Appalachian State University Boone, North Carolina	2011

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HIGHER EDUCATION ADMINISTRATION EXPERIENCE

**Associate Director, Grants Resources & Services,** 2019 – present  
Office of Research, Appalachian State University

I work with faculty and staff to provide guidance, expertise, and content necessary to support them in developing and submitting proposals for targeted funding opportunities. I'm also responsible for leading efforts to establish an international research support program to include developing, providing information, training, and other resources to faculty, staff, and the broader research community to increase and facilitate participation in International research, working with the Office of International Education and Development and promoting International research programs such as the Fulbright Scholars. I manage and support a set of internal review processes for all programs with limited submission restrictions and internal grant programs sponsored by the Office of Research such as the University Research Council Grant, the Board of Trustees International Travel Grant, the Faculty Reassigned Time program, and the Research Development Travel Grant. In addition, I share responsibilities with the director to develop, design, and participate in programs to advance Appalachian's success in funding, such as funding and grantsmanship workshops. I oversee the review, evaluation, and coordination of the dissemination of funding opportunities, program guidelines, and award information to the relevant divisions on campus. In collaboration with other GRS staff, I assist in developing content for the Grants Resources & Services and Office of Research websites.

**Assistant Director, Grants Resources & Services,** 2015 – 2018  
Office of Research, Appalachian State University

I provide comprehensive assistance for services and resources provided by Grants Resources & Services within the university's Office of Research. I manage the process of locating, collecting and disseminating information related to sponsored programs and external funding sources, including funding opportunities, program guidelines, awards information, electronic research administration, and internal faculty proposal development activities. I'm responsible for multiple communication mechanisms, including two web pages, a blog, several AsU Learn sites, and shared e-mail accounts. I provide advice, counsel and guidance about proposal development directly to faculty members. Within the office, I am a specialist in providing support to faculty preparing grant proposals in English as a Second Language. I assist with management of several internal grant programs, including the University Research Council Grants program, Board of Trustees International Research Grants program, and the Faculty Reassigned Time program; additionally, I manage multiple limited submission grant competitions for various external sponsors. I am also responsible for the External Draft Intervention Team (EDIT) Program, which provides internal faculty peer review on draft proposals prior to submission to external funding agencies. I also assist the Director with workshops and other educational offerings designed for faculty, staff, and graduate student researchers.

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## PUBLICATIONS

Fletcher, K. and **Howard, K.** (2017). What does it take to communicate? *NCURA Magazine*, 49(5), 26-27.

Fletcher, K. and **Howard, K.** (2016). Work smart in proposal development. *NCURA Magazine*, 48(2), 10.

### **Contributing Author**

Guggino, J. (2018). Bold moves with a PUI twist. *NCURA Magazine*, 50(1), 14-15

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## CONFERENCE PANELS & PRESENTATIONS

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| “The Little RD Office That Could: Lessons Learned From RD Program Flops” Webinar<br>National Organization of Research Development Professionals              | 17 January 2019  |
| “Successful Practices for Faculty Engagement in Research Development”<br>UNC Sponsored Programs And Research Council<br>Third Thursday Webinar Series        | 17 May 2018      |
| “The Little RD Office That Could: Lessons Learned From RD Program Flops”<br>National Organization of Research Development Professionals<br>Annual Conference | 8 May 2018       |
| “Navigating Increasing Limited Submissions Programs”<br>National Council of University Research Administrators<br>Region III Annual Meeting                  | 8 May 2017       |
| “Funding Your Research.”<br>NC Library Association<br>College & University Section Virtual Conference  | 24 February 2017 |

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## PROFESSIONAL CONTRIBUTIONS & ACTIVITIES

### **Appalachian State Committee Involvement**

Board of Trustees, Constituency Representative	2018-2019
Staff Senate	2016-present
Chair (2018-2019)	
Faculty Senate – Faculty Welfare & Morale Committee, Ex-Officio Member	2018-present
University Planning & Priorities Council	2018-present
Tuition & Fee Advisory Board	2018-present
Chair-Elect (2017)	
Treasurer (2017, partial term)	
UNC Staff Assembly Voting Representative	2017-present
Events Committee Chair	2017-present
AppKIDS 5K Subcommittee Chair	2017-present
Summer Shindig Planning Committee Chair	2018-present
Global Engagement Sub-Committee:	2018-present
International Research, Creative Endeavors	
Fulbright Week Planning Committee	2017-present
Honorary Degree Advisory Committee	2017-2018
Office of International Education & Development	
Scholarship Committee	2017-present
University Communications Liaison	2015-present
Data Management Plan Tool Committee	2015
<b>Professional Organization Involvement</b>	
National Organization of Research Development Professionals	2017-present
Member	
Professional Development Committee	2018-present
Mentoring Committee	2018-present
Mentorship Expertise Support & Helping Hands (MESHH) Committee	2018-present
National Council of University Research Administrators	2015-present
Member	
Region III Travel Award Recipient	2017
Society of Research Administrators International Member	2017-present
International Network of Research Management Societies (INORMS) Congress Attendee	2018
Travel Award Recipient	2018

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## HONORS & AWARDS

**Inductee**, Cratis D. Williams Society for Outstanding Graduates 2018

The society is designed to include each year's top graduates of the Cratis D. Williams Graduate School at Appalachian State University – approximately the top 2%. Students are chosen based upon their academic performance, their engagement in their discipline, and their potential for leadership.