

Jon A. Kimball
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Experience:

Simmons College Office of Grants and Sponsored Programs, Boston, Ma. - April 1998 – Present

Director

Oversee all activities of college-wide Office of Grants and Sponsored Programs. This includes dissemination of grant information, proposal development, faculty development, grant management, and operational planning. Development of policies and procedures for the management of grants and contracts. Assure regulatory compliance with all federal regulations regarding sponsored programs. Provide administrative support for the college's Institutional Review Board (Committee for the Protection of Human Subjects), The Fund for Research, and The Faculty Development Fund.

University of Massachusetts Lowell Research Foundation, Lowell, Ma. -June 1990 – April 1998

Coordinator for Program Development

Responsible for supervision of the pre-award area of sponsored research activities. Duties include targeting funding sources, identifying and pursuing non-traditional funding sources and distribution of funding information; development and maintenance of a library of funding information resources; encouraging and facilitating consortium arrangements; promoting multidisciplinary intra-University research collaborations; working with deans, center directors, and faculty to determine research priorities and to encourage participation in research; publication of a monthly funding information newsletter; preparation and review of proposal budgets to ensure compliance with sponsor and University policies; interpretation of program guidelines and federal regulations; and editing and revising proposals to ensure compliance with guidelines. Supervision of three pre-award staff members.

University of New Hampshire, Research Administration Office, Durham, NH – 1982 - 1990

Grant and Contract Administrator III

Duties for this position included administration of grants, contracts and subcontracts including reviewing, negotiating, recommending acceptance or rejection, and establishing accounts for funded projects. Specific responsibilities included working closely with faculty in preparing budgets, negotiating budgets and terms of awards with sponsors; conducting legal and financial reviews of grant/contract proposals and/or awards prior to acceptance and account establishment, providing assistance to project directors and business managers on grant/contract protocol, financial, budgetary, and administrative matters.

Morrison-Knudsen Company, Inc., Seabrook, NH, -1977-1982

Supervisor, Payroll Department/Accountant

Responsible for preparation and supervision of weekly payroll consisting of 400 employees and five labor unions. Developed and implemented system of time verification which improved accuracy and expedited data entry. Interpreted union agreements. Supervisor of accounts payable for a \$100 million, five-year engineering contract.

Education:

Keene State College	1976	Bachelor of Arts Degree, History Major
New Hampshire College	1979-1980	Accounting Coursework

Professional Affiliations:

National Council of University Research Administrators
Society of Research Administrators
Alliance of Small Institution Sponsored Program Administrators

Articles:

Kimball, Jon, Book Review – *Operating Grants for Non-Profit Organizations*, Phoenix, AZ: Oryx Press, 2000. *The Journal of Academic Librarianship*; Volume 27 Number 1, January 2001, page 62

Kimball, Jon, Software Review – *GrantScape Electronic Fundraising Database (Version 2.0)*. Frederick, MD Aspen Publishers, Inc., 1999. *The Journal of Academic Librarianship*; Volume 26 Number 4, July 2000, pages 305

Kimball, Jon, Book Review – *The "How To" Grants Manual: Successful Grantseeking Techniques for Obtaining Public and Private Grants, 4th ed.* By David G. Bauer. Phoenix, AZ: American Council on Education/Oryx Press, 1999. *The Journal of Academic Librarianship*; Volume 26, Number 1, January 2000, page 67

Recent Professional Presentations:*The Biggest Mistakes that Small Institutions Make*

Presentation at the Alliance of Small Institution Sponsored Program Administrators (ASISPA) Annual Retreat

Jackson, New Hampshire, September 2004

Proposal Writing, Preparation and Review

Workshop at the Alliance of Small Institution Sponsored Program Administrators (ASISPA) Retreat Jackson, New Hampshire, September 2003

Funding Sources and Proposal Writing Tips for Occupational Health Professionals

Presentation at the ninth Annual Lewis H. Millender, MD Occupational Medicine Conference Newton, Massachusetts, March 2003

Proposal Development and Funding Opportunities

Presentation at the spring meeting of the National Council of University Research Administrators in Newport, Rhode Island, April 2002

Necessity is the Mother of Convention: Principles of Budgeting

Presentation at the spring meeting of the National Council of University Research Administrators in Newport, Rhode Island, April 2002

Government Grants-Are They Worth the Effort?

Presentation at the annual meeting of the Association of Fundraising Professionals in Boston, Massachusetts, September 2001

Small Offices & Small Volumes: What Are the Issues? Can Automation Help?

Panel moderated at the annual meeting of the Society of Research Administrators in St. Louis, Missouri, October 2000.

Challenges for the Research Administrator in a Small Research Office

Presentation at the annual meeting of the Society of Research Administrators, Northeast Region in Baltimore, Maryland, May 1999.

Challenges for Small Research Offices Roundtable Discussion Leader at the annual meeting of the Society of Research Administrators, Northeast Region in Baltimore, Maryland, May, 1999.

Small Institutions Panel presentation at the Region 1 National Council of University research Administrators Spring Meeting in Portland, Maine, June 1999

Professional Development:

Leadership in Management Program, Simmons College Graduate School of Management, January – July 2001

Leadership in Management Program, Simmons College Graduate School of Management, June 2004 – January 2005

Courses Taught:

Proposal Writing for Library Science Professionals: How to Prepare an IMLS Application
Simmons College Graduate School of Library and Information Science Division of Continuing Education
May 2004

Grant Proposal Writing for Information Professionals
Simmons College Graduate School of Library and Information Science Division of Continuing Education
May 2005