

Staff Employee of the Week

Keri DeValve

NAME: Keri DeValve

JOB TITLE: Pre Award Administrator

HOME DEPARTMENT: Sponsored Programs

COLLEGE OR VP AREA: Vice President for Research

NOMINATED FOR: Staff Leadership Award

NOMINATED BY: Lauren Magruder

SUMMARY

Keri, as a new staff employee in 2010, began leading the Office of Sponsored Programs (OSP) in developing new tools to improve efficiency and accuracy. She developed a pivot table to enable the Contracts Team to track negotiation time and another to track incoming and outgoing negotiations by type. Keri developed numerous complex budget templates that address the budget types that the Pre-Award Team encounters and has allowed them to reduce the time to create and revise budgets. She has continued to maintain and improve these tools over the last two years and has also worked with our existing Award Acceptance Sheet to help create a more user friendly version that limits the potential for errors when entering award data in Banner. These tools have revolutionized our processes. Keri has also been recognized by faculty as well for her “dedication, persistence, and willingness to go the extra distance to complete the project”. Keri’s leadership is respected by her peers and supervisors and she is always willing to volunteer to work on new projects. Keri’s leadership in these areas over the last two years has been phenomenal and will have a lasting impact on all research activities at Virginia Tech.

