Lee Broxton, M.Ed., CRA

Atlanta, GA | (470) 891-3566 | Lee.B@gatech.edu | LinkedIn

BRIEF RESEARCH ADMINISTRATION LEADERSHIP PROFILE

Research administration and innovative education leader with 12+ years of progressive experience and 19+ years in education. Currently serving as the Associate Director of Research Education at Georgia Tech, I oversee all research administration workforce development across a ≈$1.5 billion research enterprise. I am a Certified Research Administrator with leadership in proposal development, sponsored-project systems, compliance education, grant management, program evaluation, staff supervision, and professional association service. I am also a former departmental administrator who supported the successful acquisition & management of more than $6.8 million in funded projects and have served as a Co-PI on major research infrastructure proposals. NCURA Region III committee coordinator, presenter, and contributing author committed to member engagement, recognition, professional development, along with regional and national collaboration.

SELECT CREDENTIALS & EDUCATIONAL EXPERIENCE

Research Administrators Certification Council (RACC), Certified Research Administrator (CRA); Certification Attained 2022

Valdosta State University, Master of Education: Adult and Career Education - Workforce Education and Development**,** *Valdosta, GA;* Degree Conferred 5/2020

Georgia Southern University, Bachelor's degree: Interdisciplinary Studies**:** Education, Culture & Society, and Justice Studies**,** *Statesboro, GA;* Degree Conferred 5/2014

Clerk of Superior Court, Notary Public, *Cobb County, GA;* Appointed 2024

SELECT NCURA & OTHER PROFESSIONAL LEADERSHIP

- **NCURA Region III Program Committee, Co-Chair,** 2026 - 2027
- **NCURA Region III Recognition and Nomination Committee, Coordinator**, 2025 - 2026
- **NCURA Region III Honors and Awards Committee, Coordinator**, 2023 - 2025
- **NCURA Magazine, Contributing Author: Training Tips Column**, 2025 - Present
- **Active NCURA membership**, presenter at Region III Spring & National Annual Meetings
- **Other**: Cayuse Customer Advisory Boards: Georgia Research Administrator Network Conference Committee; SRAI member

SELECT PROFESSIONAL EXPERIENCE

Georgia Institute of Technology, Atlanta, GA (May 2021-Present)

Associate Director, Research Education | Nov. 2025 - Present
Manager, Research Education | July 2023 - Oct. 2025
Training Specialist, Research Education | May 2021 - June 2023

- Oversee the strategy, development, delivery, and continuous improvement of research education curricula aligned with institutional research priorities and federal, state, and University System of Georgia requirements;
- Track program metrics, evaluate outcomes, prepare reports, manage resources and budgets, and supervise staff through goal setting, performance feedback, and pay recommendations;
- Lead the modernization and implementation efforts of numerous proposal platforms, including Cayuse;
- Serve as institutional subject-matter expert for Cayuse, Grants.gov, Research.gov, eRA Commons, ProposalCentral, FedConnect, eBRAP, eRouting, and other related platforms;
- Coordinate and teach a nationally recognized Certified Research Administrator Study Group.

Center for Workforce Innovation at Atlanta Technical College, Atlanta, GA (Dec. 2020 - May 2021)
Achievement Facilitator/Student Success Advisor

- Partnered with students to develop targeted educational/career pathways, monitor performance and academic progress, maximize resources/services, and serve as a trusted resource for students;
- Served as Salesforce/Pardot Administrator to set up and maintain CRM.

Georgia Southern University, Statesboro, GA (Feb. 2011 – Nov. 2020)
Interim Director / Founding Scholarship & Research Specialist | Sept. 2014 - Nov. 2020
Supplemental Instruction Leader | Feb. 2012 - May 2014
Technician/Student Manager | Feb. 2011 – Feb. 2012

- Coordinated all faculty research, grants, publications, presentations, compliance-related activities, sponsored-funding-related hiring, purchasing, travel, databases, reports, and deliverables for faculty and students;
- Assisted in securing and managing more than $6.8 million in funded projects over five years, including federal, state/local, foundation, corporate, and international awards.

Other roles have included: Adjunct Faculty; Athletic Program Specialist at Boys & Girls Clubs; Instructional Aide, Discipline Coordinator & Basketball Coach within a K-12 school district; Pro Shop Staff during the Master's Tournament at the Augusta National Golf Club; and Area Representative of a Foreign Exchange Program.

SELECT IMPACT & PROFESSIONAL DEVELOPMENT

Select Sponsored Project Experience

- Strengthening Research Infrastructure Within a University System (2025–2030), recommended for NSF funding, $11,962,028—Co-PI.
- Supported conceptualization and writing, along with budgetary and programmatic planning, post-award management for multiple awards totaling more than $6.3 million, including a focus on behavioral health workforce, advanced nursing education, and traineeship initiatives.

Select Publications

- Neira, J., **Broxton, L.**, & Guillory, A. (2026). "Learning Together: Building Your Research Administration Community through Collaboration." *NCURA Magazine, 58*(3).
- **Broxton, L.**, Brazier-Mitouart, H., & Dailey, T. (2026). "How Trainers Navigate Transformation to Embrace 2026 with an Innovative Mindset." *NCURA Magazine, 58*(2).
- Guillory, A., **Broxton, L.**, & Miles, T. (2025). "Leveraging AI to Enhance Training for University-Sponsored Projects." *NCURA Magazine, 57*(4).

Select Research Administration Presentations

- **Broxton, L.**, Curran, T., & Trees, H. (2026, May). *Building a Culture of Growth: Designing Scalable Professional Development Programs for Research Administration*, Concurrent session at NCURA Region III Spring Meeting.
- **Broxton, L.**, & Sims, C. (2025, April). *From Vision to Reality: Tackling the Challenges of Implementation or Modernization of Electronic Research Administration Systems*, Discussion group at NCURA Region III Spring Meeting.
- **Broxton, L.**, Roy, R., Omiteru, E., & Kirkland, K. (2024, May). *Navigating the Waves of Innovation: Staying Ahead of the Curve in Research Administration*, Discussion group at NCURA Region III Spring Meeting.
- Roy, R., Hendrickson, D. H., **Broxton, L.**, Omiteru, E., & Hammon, M. (2023, April). *Build It, and They Will Come: Reimagining Research Administration Professional Development*, Workshop at NCURA Region III Spring Meeting.
- Cole, J., **Broxton, L.**, Wynn, D., & Cuhel-Schuckers, A. (2026, July). *Navigating the Research Rapids: Training and Developing a Resilient Research Administration Workforce*, Invited Panel presentation at NC Research Administrators Alliance Conference.

Select Honors

- Research Administration & Support Spotlight Award, Georgia Tech; 2025, 2026
- Research Service and Progress Award, Georgia Tech, EVPR; 2024
- Institutional Award of Excellence: Research, Georgia Southern University; 2020
- Georgia Southern University Alumni Association's 40 under 40, Nominee; 2018

Additional Select Professional Development

SRAI Research Leadership Intensive; ongoing training in Uniform Guidance, audits, research compliance, export controls, subrecipient monitoring, cost transfers, proposal budgeting, research security, and AI in research administration.