Dana Cristofani
Grant Administrator II

PROFESSIONAL SUMMARY

Research administrator with more than five years of progressive advancement at the University of Alabama at Birmingham, supporting all aspects of sponsored research from proposal development through non-financial post-award administration. Extensive experience coordinating all aspects of federal, industry, and nonprofit grant submissions; with contracts and agreements; and serving as a liaison between investigators and the Office of Sponsored Programs. Recognized for collaborative partnerships, and ensuring accuracy, compliance, and timely submission of proposals.

EXPERIENCE

Grant Administrator I
University of Alabama at Birmingham, Birmingham, AL
Department of Surgery – Division of Transplantation
September 2021 – May 2024

Grant Administrator II
University of Alabama at Birmingham, Birmingham, AL
Department of Surgery – Surgery Chair Office
May 2024 – Present

- Advise faculty and research personnel regarding funding opportunities, sponsor requirements, proposal preparation, submission procedures, and institutional policies.
- Develop detailed proposal budgets in collaboration with principal investigators, ensuring compliance with sponsor guidelines and institutional policies.
- Coordinate the preparation, review, and routing of sponsored research proposals for various federal, industry, and nonprofit funding opportunities – proficient in myUABresearch.
- Assist with preparation of subaward documentation, agreements, and amendments.
- Prepare and submit various sponsored research agreements such as Confidentiality Disclosure Agreements and Data Use Agreements.
- Serve as a primary liaison between investigators and the Office of Sponsored Programs.
- Prepare and maintain faculty biosketches and Other Support documents. (SciENcv)
- Complete administrative duties related to sponsored awards including various modifications, no-cost extensions, relinquishments, and other non-financial post-award actions.
- Assist with Research Performance Progress Reports (RPPRs) and the closeout process of grants.
- Facilitate the steps of the UAB contracting process, from establishing new vendors to initiating and renewing contracts via the Contract Management System (CMS).
- Complete continuous education and professional development.

Office Associate II
University of Alabama at Birmingham
Department of Pathology – Division of Molecular & Cellular Pathology
July 2019 – September 2021

- Performed grant-related tasks in Oracle, including a variety of iprocurements, payment requests, and reimbursements
- Provided administrative support within a research-intensive academic department.
- Assisted faculty with preparation and submission of federal, industry sponsored, and nonprofit grant applications by compiling proposal documentation and supporting materials.
- Prepared and maintained investigator biosketches and Other Support documents.

EDUCATION

University of Alabama, Tuscaloosa, AL
Bachelor of Arts, English
Minor: General Business
August 2004

PROFESSIONAL DEVELOPMENT

University of Alabama at Birmingham
Emerging Leaders Series – Cohort 5
Spring 2026

University of Alabama at Birmingham
Mental Health Advocate Level 1: Faculty/Staff
Be There Certificate

AFFILIATIONS

- National Council of University Research Administrators (NCURA)
- Council of Advocates for Research Excellence (CARE)
- UAB Department of Surgery Wellness Committee

References Available Upon Request