

Dawn Underwood

Dawn Underwood is the Director of Sponsored Programs and IRB Administrator at Indiana State University. In her role as Director, she oversees a staff of five full-time and three part-time employees and a budget of approximately \$400K (including research support funds).

Dawn received her bachelor's degree in 1992 Magna Cum Laude from Ball State University and graduated with an M.B.A. from the same institution in 1993.

Dawn began her career in research administration at Ball State University's Office of Academic Research and Sponsored Programs in 2000. Her work focused on conducting faculty grant writing workshops, budget development, and managing intellectual property accounts. She also worked to secure over \$220,000 in grants for a local tutoring program for at-risk children. During her time at Ball State, Dawn co-wrote a successful Department of Education grant for \$3.2M, requiring \$3.4M in matching funds.

In 2003, Dawn joined Indiana State University. Her responsibilities include negotiating contracts, proposal approval, overseeing faculty training, and serving as IRB Administrator. In January of 2006, she was promoted to the Director position at ISU. In 2006, Dawn passed her oral and written exams in the PhD program in Educational Administration at Indiana State University and is currently working on a dissertation.

In the past year, Dawn has consulted to present grant writing workshops for faculty at the University of Massachusetts Boston, Taylor University, and Ball State University.

She has been married for 17 years, and has four children, ages 18, 13, 11, and 10.