

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors in the order listed on Form Page 2. Follow this format for each person. **DO NOT EXCEED FOUR PAGES.**

NAME Nancy Carder		POSITION TITLE Program Coordinator	
Email ncarder@scuref.org, nancyc@usca.edu			
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	MM/YY	FIELD OF STUDY
University of Illinois, Champaign-Urbana	BS	06/1974	Public Health

A. Personal Statement

I have administered Fellowship Programs for the Department of Energy, Department of Homeland Security and Department of Defense since 1997. I have also administered Federal Grants from the Department of Energy for meeting services for the past 15 years.

B. Statement on Current Work in Nuclear Forensics

Responsible for the administration of the following Federal Grants administered by the Sponsored Research Office:

- Nuclear Forensics Fellowship Program (NFGF)
- Nuclear Forensics Education Award Program (NFEAP)
- Rickover Fellowship in Nuclear Engineering (RFP)
- Nuclear Nonproliferation International Safeguards Fellowship Program (NNIS)
- Blue Ribbon Commission on America’s Nuclear Future (BRC)
- Management of the Nuclear Energy Advisory Committee (NEAC)

Responsibilities for NFGF, NFEAP, RFP, NNIS, BRC, NEAC:

- Process applications and compile information for reviewers and funding agencies.
- Assist in planning annual review meetings for Fellowship Programs.
- Process monthly stipends for fellows.
- Work with universities to pay tuition invoices for Fellowship students.
- Process travel expenses for Fellows following Federal GSA guidelines.
- Work with the Sponsored Research Office grants management team to monitor availability of funds and create budgets for each project.
- Maintain confidential files and accurate records for all Fellows.
- Work with Fellows, Universities and National Laboratories to set up required Practicum Assignments and solicit Evaluation Forms from Fellows and Mentors to monitor progress and improve the assignments.

Responsibilities for NEAC and BRC:

- Responsible for meeting planning to select location for all meetings including negotiating with hotels for contracts.
- Responsible for working with hotels/ meeting sites for A/V, catering and meeting logistics.
- Process expense forms for Commission/ Committee members and invited speakers per GSA guidelines.
- Attend all meetings at the request of Federal Agency to interact with Commission/Committee members and hotel staff.
- Work with Procurement and Legal Departments to ensure correct procedures are followed in securing meeting locations.
- Make travel arrangements for Commission/ Committee members.