



COURTNEY JARRELL

EXECUTIVE DIRECTOR OF INNOVATION & COMMERCIALIZATION

DEAR UNIVERSITY SENATE MEMBER,

I am honored to be nominated for the 2021-2022 Outstanding Service Award. When I graduated from Louisiana Tech University in 2005 with my Bachelor of Science in Accounting and started work in the Louisiana Tech Office of Internal Audit as a graduate student, I fell in love with working on campus and the energy that the students, faculty, and staff bring. Over fifteen years later, I still enjoy serving our faculty, staff, students, and external partners.

My background in higher education includes audit and compliance, financial reporting, grants management, and innovation and commercialization. I served as Director of the Office of Sponsored Projects (OSP) for five years managing the OSP operations, including assisting faculty with submitting proposals, executing contracts, managing external funding, maintaining compliance, and reporting/closeout processes. This position required collaboration with many departments on campus. With total research expenditures averaging \$26 million per year, our relatively small team had to work very efficiently to ensure we adequately supported faculty in their efforts, managed and collected funding for each grant account, and complied with federal, state, and private regulations. In this office, I grew my leadership skills to ensure everyone on the team was in a role that best fit their skills and ensured they were equipped for success.

Our primary goals in OSP included (1) removing the barriers to success for our faculty, staff, and students conducting externally funded projects allowing them to focus on their research and (2) finding creative solutions to challenging problems while remaining within the grant and university regulations. During this time, I assisted in implementing two software systems for grants management, Amplifund and Workday Grants, and automating processes such as invoicing to ensure timely completion.

CONTACT

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Ruston, LA



ABOUT ME

I live in Quitman with my four-year-old nephew, who loves Legos and baseball, and my husband, who is retired with 22 years of military service. I lead worship in my church and serve through music and teaching at a summer youth camp.

My current role as Executive Director of Innovation & Commercialization allows me to build on my experience in compliance, finance, and grants management to assist in connecting our external corporate partners, investors, small businesses, and governmental agencies with our exceptional university. I have the opportunity to build relationships with our faculty by identifying their research interests and goals and finding ways to commercialize their research through our external partners. I also assist in connecting our students with industry partners for internships that give them an unparalleled experience during their degree program. Our team's goal is to help make peoples' dreams come true, and we are doing that one relationship at a time acknowledging that we are better together.

I have enjoyed serving on several committees, including the Research Council, the Contract Review Committee, the Cost Savings and Efficiencies Committee, and the COVID Challenge Response Team. Also, during the 2022 fiscal year, I have had the pleasure of serving as a mentor for a student in the Louis Stokes Louisiana Alliance for Minority Participation (LS LAMP) program, which aims to increase the number of minority students in STEM disciplines.

In closing, I love what I do at Louisiana Tech and am honored to serve our faculty, staff, students, and external partners. My professional goal is to complete my doctorate in Educational Leadership through the College of Education in the Spring of 2023. My research topic is Institutional and Leadership Factors Associated with Generating Funding for Research. I hope that the outcomes of this research will not only assist Louisiana Tech in achieving its strategic goals of increasing funding for research but will also provide me with a better understanding of the research process and more opportunities to advance at Louisiana Tech in the future.

I have included three letters of support from individuals who have been a huge part of my time at Louisiana Tech. It is only through the help of individuals like these and many others, along with the instruction I received during my time as a Louisiana Tech student, that I have been successful in my career. I appreciate your consideration of my nomination for the Outstanding Service Award.

Sincerely,



Courtney Jarrell
Executive Director of Innovation & Commercialization



Chief Innovation Officer
Louisiana Tech University
500 Dan Reneau Drive, Suite 328
Ruston, LA 71272



Monday, May 6, 2022

To Whom it May Concern:

I am writing to offer my strongest endorsement of Courtney Jarrell for the 2022 Outstanding Service Award at Louisiana Tech University. Our university is overflowing with outstanding service-oriented staff members, and I cannot think of anyone more deserving of this award than Courtney.

Mrs. Jarrell has been a loyal blue Tech employee and leader for over 15 years serving in the Division of Finance, the Office of Sponsored Projects, and now with the Innovation Enterprise. Her commitment to excellence in her work, her empathy and understanding in her professional relationships with faculty, staff, and students, and the integrity with which she conducts herself are all exemplary and serve as a model for the type of employee and member of the Tech family that we all seek to be.

First as a fellow staff member, then as her supervisor in two different roles, I have personally observed and often marveled at Courtney's ability to successfully address and overcome complex technical, interpersonal, and operational challenges within her university career. She has an extraordinary combination of technical and analytical skills and knowledge combined with character, enthusiasm, and creativity that make her a joy to work with and an exceptional collaborative partner.

Few staff members have the opportunity—much less the diverse skill set—to impact the university in the many ways that Courtney has. First in audit and finance, then research administration, and now she helps lead the innovation and commercialization mission of our institution. Throughout her more than 15 years in these roles she has earned an unparalleled and well-deserved level of respect, trust, and admiration from faculty and staff throughout every college and division of our university.

Furthermore, as a result of her outreach and coordination efforts during her time leading the Office of Sponsored Projects and her current role in the Division of Innovation and Economic Development, she has gained a stellar reputation among external funding agencies, small and large corporate partners, and community stakeholders. In these externally focused efforts Courtney has represented Louisiana Tech with excellence, integrity, and professionalism. As a result, she has had a tremendous positive impact on the reputation of our university throughout the region and beyond.

I encourage you to strongly consider Mrs. Jarrell's nomination along with the other worthy applicants from across our campus. Mrs. Jarrell is truly deserving of this recognition, and adding her name to the list of previous winners will only bring greater honor to the award and to future nominees.

Sincerely,

Dr. Dave N. Norris
Chief Innovation Officer
Louisiana Tech University



LOUISIANA TECH UNIVERSITY

SCHOOL OF BIOLOGICAL SCIENCES

April 29, 2022

I was honored to be asked to write this letter for Courtney Jarrell and her nomination for the University Senate Outstanding Service Award. As I sit down to write this, I'm honestly not even sure where to begin, knowing that I would not be where I am in my own research career if not for her unwavering support. Courtney is a tremendous colleague and friend who has not only made much of the work in research, outreach, and scholarship we do possible, but she does it all with grace, professionalism, and thoughtfulness that makes it seem almost effortless. Over the past several years, Courtney has had a few roles at the University, and it is in her roles in the Office of Sponsored Projects (OSP) that I have had the chance to work most closely with her to witness and benefit from her dedication and commitment to serving those with whom she works.

Unless you work with the OSP, it may not be obvious to everyone what the role of those who work in the Office of Sponsored Projects is, the many personalities of research faculty they must deal with, and the last-minute submissions and tight deadlines they must accommodate. The OSP is designed to facilitate the submission of proposals and execution of funded grants. This means helping faculty to create budgets, write proposals, collect materials, and navigate complex submission processes. If awarded, there are contracts, subcontracts, budgets, salaries, student support, invoices, and regular reports that must be managed. Faculty are required to secure external funding for research, outreach, and scholarly activity, although they are rarely trained in many aspects of this process and so rely heavily on the staff in OSP to help them meet deadlines and expectations of proposals and grants. The need to secure this funding, can lead to tense situations where faculty are producing required documents just before submission, trying to spend funds at the last minute, or sometimes making mistakes that they need help to correct. This can lead to irritation, terse language, and frustration that is often directed towards the OSP, but only because faculty are unsure where else to go, not because OSP is to blame for any of those feeling (I say this all as someone who is usually on top of things, but when it comes to grants is guilty of many of these offenses). Courtney somehow always manages to handle these difficult situations with an impressive calmness and ease. She demonstrates an empathy that makes her a good leader and colleague, recognizing the stress the faculty feel, the lack of experience some may have, and their need to express frustration. She is available at all hours, sending finalized contracts over the weekend, setting up grant accounts in the evening, and answering emails early in the morning so that we can meet our own goals and deadlines. She understands the importance of the work she does and the need to remain calm and in-control to in turn calm the anxious faculty. Her work often goes unrecognized or appreciated, as she doesn't make a big deal out of the hours she spends assisting faculty in reviewing budgets, sorting out invoices, or

negotiating budget adjustments and no cost extensions. Her patience, quiet dedication, and unwavering support of the faculty and staff is what makes her so deserving of this recognition. Courtney doesn't just do her job; she goes above and beyond to serve the mission of this university to advance research and scholarship across all disciplines on campus.

Recently Courtney has taken on a new role at the University that will allow her to use her knowledge and skills to advance research and innovation. She brings with her experience and understanding for the diverse interests, expertise, and community engagement that exists at Louisiana Tech and is already using that to bring together unique transdisciplinary teams and identify new opportunities for growth. In all that she does Courtney thinks about how she can help and how she can contribute to the success of others. Her selflessness, empathy, and dedication to serving the university and the calm and caring way she does her job are truly inspiring and I am so glad that she has the opportunity to be nominated and considered for this special recognition.

Sincerely,



Dr. Jamie Newman, PhD

Associate Dean for Research & Graduate Studies, College of Applied and Natural Sciences

Associate Professor, School of Biological Sciences

Scott Weathersby Endowed Professor in Zoology/Premedicine

Louisiana Tech University

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May 7, 2022

Dear Award Committee,

It is my honor to recommend Courtney Jarrell for the Outstanding Service Award at Louisiana Tech University. I have had the pleasure of knowing her and working with her ever since she was hired into her first position in University Research. I also worked directly with her when she transitioned to the Comptroller office, and then back to Sponsored Projects. I have always had positive interactions with her, and she has really been a key contact for myself. She is not only helpful, but truly cares and will go out of her way to help. I have seen this firsthand on many occasions.

Courtney is very thorough, but also very realistic. There have been countless number of times that she has not only answered the needed questions, but has gone above and beyond to find a solution to a problem. She is very detail oriented, and at the same time very flexible. I have personally seen how she has really helped myself, other faculty and staff, and administrators learn how to navigate all of the processes that are involved. She has been involved across multiple areas of the campus, and that knowledge has been extremely valuable to everyone. Even still I call on Courtney for help. She truly looks for way to “serve” others and will go above and beyond to help them. Personally when I think on someone who deserves to win the Outstanding Service Award, I think of someone like Courtney that does this outside of their normal job duties. She exemplifies this to the full extent. She has the background to help, but her job does not involve helping the way that she does. She does that because she cares for others.

Courtney Jarrell would be an outstanding choice for the Outstanding Service Award. I believe that she represents the University well in all that she does, and is an example of what we desire for someone to be in the Tech Family. She is helpful and friendly in every interaction I have had with her. I recommend her to you without reservation. If I can assist in any way, or if you have any further questions, please do not hesitate to contact me.

Sincerely,



Heath Tims, PhD
Associate Dean, COES
Associate Professor, Mechanical Engineering