

Timothy P. Hooper, MPA, CRA
College of Agriculture Research Office
203 CASIC Building, 559 Devall Drive
Auburn, AL 36832
Phone: (334) 844-1431 | Email: tph0016@auburn.edu

CURRICULUM VITAE

EDUCATION

- | | | |
|---|--|------|
| • Graduate Certificate, Technical Communication | Auburn University, Auburn, AL | 2021 |
| • Master of Science, Public Administration | Wilmington University, Wilmington, DE | 2001 |
| • Certified Webmaster | University of Delaware, Newark, DE | 1998 |
| • Bachelor of Arts, Broadcast-Cable | Penn State University, University Park, PA | 1993 |
-

ACADEMIC EXPERIENCE

2018 – Present **Proposal Development Specialist III**, College of Agriculture & Ag Experiment Stations
Auburn University, Auburn, AL 36849

- Work with over 150 + researchers and agricultural experiment station staff in the development and submission of investigative proposals in response to posted federal and state funding announcements.
- Assist faculty in the development of competitive grant proposals. Help faculty secure collaborative agreements with investigative partners and prepare/revise research team personnel documents and supporting materials so they align with federal and state grant application requirements.
- Coordinate all faculty notifications and proposal solicitation activities for the Alabama state funded internal grants program, the *Agriculture Research Enhancement & Seed Funding Program* (ARES).
- Provide small-group and one-on-one instruction to faculty on effective proposal writing strategies.

2017 **Writing Instructor**, Nashville State Community College. Nashville, TN 37209

- Provided small group and one-on-one student instruction on academic research and writing strategies.
- Primary focus was on helping first-year / ESL students acquire stronger writing habits in support of college coursework.
- Lessons covered strategies for writing stronger research papers, power point, and outlining/presenting oral presentations. Topics supported student research and cited source documentation requirements.

2012 – 2015 **Grant Writer**, College of Agriculture, Human and Natural Sciences
Tennessee State University, Nashville, TN 37209

- Worked with over forty PhD Principal Investigators and Extension Faculty in TSU's Agricultural Science, Ag Education, Consumer Science, Nutrition, Chemistry, and Biology departments.
 - Assisted researchers identify funding opportunities in their respective fields, wrote narrative content, prepared budgets, budget justifications, and completed pre-submission reviews.
 - Developed and presented grant proposal training workshops to early career faculty. These featured introduction and follow-up strategies to use during sustained grant-writing campaigns.
 - Wrote and submitted USDA Agriculture Research facilities improvement grant. This provided \$1.09 million dollars to upgrade two campus buildings with "smart technology" teaching equipment.
-

PROFESSIONAL EXPERIENCE

2017 **Grants Manager**, United Neighborhood Health Services, Inc., Nashville, TN 37210

- Grants Manager for a network of twelve community-based primary health and dental care facilities in Middle Tennessee. Clinic services and programmatic services include primary health, behavioral health, dental care, preventive health screenings, and managed treatment for substance misuse.
- Work with executive leadership, provides, and clinic managers to identify, develop, and submit proposals in response to competitive grant opportunities from federal, state, and foundation sources.

2015 – 2016 **Grant Writer / Coordinator**, United South & Eastern Tribes, Inc., Nashville, TN 37214

- Principal grant writer and project liaison for national office that represents 26 federally recognized Native American Indian Tribes located in the Northeast, Southern, and Mississippi Delta states.
- Developed grant funded training initiatives with the Environmental Protection Agency and Alabama Fire College. Managed grant reporting and spend-down activities for natural resources conservation project with the North Carolina Arboretum and Germplasm Repository, Asheville, NC.

2008 – 2012 **Grant Writer / State, Local, and Foundation Grants**
Nurses for Newborns of Tennessee, Nashville TN 37228

- Principal researcher and grant writer for comprehensive, prevention-based nurse assessment and maternal education agency that assists families caring for medically fragile and premature infants.
- Wrote winning proposal for U.S. Department of Health's "Service to Science" program and was successful in getting prevention-based nurse visitation support federally recognized as a "best practice."
- Wrote winning proposal for 2009 *Center for Non-profit Management's* "Making a Difference" award.

2005 – 2007 **Grant Writer/Government Relations**, United Way of Nashville, Nashville, TN 37228

- Principal grant writer and project partner coordinator for health and social services agency.
- Secured grant funds to allow *2-1-1 Information and Referral Helpline* counselors to cross-train with intake coordinators at the most frequently referred social service agencies.

2001 – 2005 **Program Manager / Public Information Officer**
Regional Transportation Authority of Middle Tennessee (RTA), Nashville, TN 37115

- Primary media and public information contact for 9-county Middle Tennessee ridesharing agency. Responded to inquiries during pre-construction phase of *The Music City Star* commuter rail service.
- Program Manager for Federal Transportation Administration *Job Access-Reverse Commute* (JARC). Developed custom transit services that supported disabled, work-bound, and student commuters.
- Developed all print and video marketing materials used for RTA's vanpool program. Video won first place for *Best Video Presentation* from the *American Public Transportation Association* (10/03).

PROFESSIONAL CERTIFICATION

- **Certified Research Administrator (CRA)**. Issued by the *Research Administrators Certification Council*, New York, NY. Initially awarded June 2017; renewed June 2022. Valid until June 30, 2027. **Certification number: 2017103739**.
- Auburn University *COMPASS Course*. Completed training program in Spring, 2020.

PEER REVIEWER (FEDERAL GRANTS)

- Spring 2017, U.S. Administration for Children and Families, *Refugee Health Promotion Program* (CFDA# 93.576). Served as Panel Chair for federal grant review that reviewed proposals submitted by state assigned refugee support agencies. Competitively awarded funds provided health navigation support and education to refugees that have arrived within the past three years.
- 2016, U.S. Health & Human Services, *Special Diabetes Program for Indians* (CFDA# 93.442). Served as federal grant reviewer for proposals submitted by Northern Pacific Tribes.
- 2015, U.S. Dept. of Treasury, *Community Development Financial Institutions* (CFDA# 21.015). Panel leader and reviewer for revolving loan business start-up and revolving loan fund.
- 2014 & 2013, U.S. Administration for Children and Families, *Healthy Food Financing Initiative* (CFDA# 20.020). Served two consecutive years as federal grant reviewer for proposals seeking funds to develop retail grocery stores in blighted and extremely rural communities.

PUBLICATIONS & EDITORIAL EXPERIENCE

Hooper, T. (2019). "Functional Ice" Shows Food Industry how to Keep Cool and Reduce Loss. *Land Grant Impacts*. Online Article. (<https://landgrantimpacts.tamu.edu/impacts/search>)

Hooper, T. (2016). Breaking Up the Blog Jam: How to Help Newly Minted PhDs Develop Proposal Writing Skills in the Swift Currents of Academia. *Journal of the Grant Professionals Association*. Fall 2016, Vol. 14(1). Pp. 13 - 29. (https://cdn.ymaws.com/grantprofessionals.org/resource/resmgr/publications/journal/_2016gpajournalweb.pdf)

Hooper, T. (2013). Strategies and Benefits of Using the Bottom Line Up Front (BLUF) Writing Style in Grant Proposals. *Journal of the Grant Professionals Association*. Fall 2013, Vol. 11(1). Pp. 1 -13. (<https://cdn.ymaws.com/grantprofessionals.org/resource/resmgr/publications/journal/2013gpajournalweb.pdf>)

Associate Editor on the *Journal of the Grant Professionals Association*, Fall 2018 & 2019 issues.

PRESENTATIONS

Academic Community

- Three Years of Growth: Review of Grant Proposal Submissions (FY 12 -14). Faculty-wide presentation delivered to TSU College of Agriculture, Human and Natural Sciences, Nashville, TN (Nov. 2014).
- NASA Funding Opportunities for MSI Investigators. Tennessee State University Faculty Grant Training Series, Nashville, TN. Presented to TSU College of Agriculture faculty (Sept. 2014).
- Understanding USDA Grant Section Requirements. Tennessee State University Faculty Grant Training Series, Nashville, TN. Initially presented to TSU College of Agriculture faculty (Jan. 2014).
- Application Overview and Proposal Strategies for USDA Capacity-Building Grants. Initially presented to Tennessee State University College of Agriculture Faculty, Nashville, TN (Nov. 2013).
- Developing Project Budgets with Planning Templates. Tennessee State University Faculty Grant Training Series, Nashville, TN. Presented to TSU College of Agriculture faculty (Sept. 2013).

Professional Community

- Author Experiences: Writing and Reviewing for GPA Publications. Grant Professionals Association's 2015 National Conference, St. Louis, MO (Nov. 13, 2015).
 - Accessing Transportation Services Now and in the Future. Transit services presentation delivered at the Dynamics of Elderly Caregiving Conference, Murfreesboro, TN (April 8, 2005).
 - Safe Use and Disposal of Household Hazardous Materials. Keynote speaker, DuPont Engineering Technology Safety Conference, Wilmington, DE (July 13, 1999).
 - Too Many Tires: Finding Solutions to Delaware's Scrap Tire Problem. Presenter/Committee Planner. Host: Delaware Dept. of Natural Resources and Environmental Control, Dover, DE (May 6, 1999).
-

HONORS / AWARDS

- 2015 Academic Honor, for exceptional participation and assistance in writing and securing grants. Presented by Chandra Reddy, PhD., Dean & Director of Research, Tennessee State University College of Agriculture, Human & Natural Sciences (Apr. 30, 2015).
 - 2004 Professional Service Award, *Access Nashville Task Force*. Nashville Mayor's Advisory Committee for People with Disabilities. Nashville, TN (Nov. 2004).
 - 2003 American Public Transportation Association, First Place Award - Video Presentation. 24th Annual AdWheel Competition, Salt Lake City, UT (Oct. 1, 2003).
-

MILITARY EXPERIENCE

1982 – 1986 U.S. Naval Aircrewman / Aviation Combined Systems Operator (7872)
Trained in submarine acoustic detection/tracking; held DOD “Secret” security clearance.

1984 – 1986 U.S. Navy Search & Rescue Swimmer Instructor, NAS North Island, San Diego, CA

1984 – 1986 Twice achieved Anti-Submarine “ASW ALPHA CREW” status. This designation recognized achieving and maintaining the highest level of flight crew readiness.

1986 – 1988 U.S. Navy Fleet Research Aircrewman, NAS Willow Grove, PA

Aug. 1988 Honorably discharged at rank of *Petty Officer, Second Class* (E-5).