

## **TIBBS Career Blitz - January 2012**

### **Career Profile of Grants Administrator: Michael Humble, PhD**

#### **What is your current title and how long have you worked in your current job?**

I am a Program Administrator in the Division of Extramural Research and Training at NIEHS. I have been in my job for 9 years.

#### **Where did you get your PhD and what discipline was it in?**

My PhD in Toxicology is from UNC-Chapel Hill

#### **Did you do a postdoc?**

I did a very short postdoc (less than one year)

#### **What are your main daily responsibilities?**

As an NIH Program Administrator, I'm responsible for a variety of things, including: developing and implementing long- and short-range plans for grant-supported health research programs designed to meet national health needs; planning, directing, and managing the evaluation for these extramural activities; assessing the current status of research programs; identifying research areas warranting either increased or decreased funding emphasis; developing Funding Opportunity Announcements (FOAs) and Requests for Applications (RFA's) designed to elicit research grant proposals from the scientific community; and providing technical assistance to grant and fellowship applicants.

#### **What are the keys to success in your career field?**

Overall knowledge of your field of science, good communication skills, a strong work ethic

#### **What were the most important factors in choosing your career path?**

I liked science in general and this career path allowed me to address the big picture of science

#### **What 1 or 2 pieces of advice do you have for people who want to land a job like yours?**

- Make sure you know and understand your overall scientific field
- If possible, try to get involved with the writing and submitting of grants so that you'll have some understanding of the process