



AI Training

DATE ISSUED

August 2026



This Certifies That

Maura Mduff

Has Demonstrated Practical Expertise By Implementing
A Minimum Of Four AI Assistants.

Hereby Recognized As A
Qualified AI Leader

CONDUCTED BY

Phil Kirschner

TRANSFORMATION PARTNER, LEAD WITH AI



Board of Directors

-Description:

Brainstorming, advice for decision making

-Estimated time saved:

1-2 hours per week



Chat GPT EDU
AI PRODUCTIVITY
ASSISTANT

Outlook

-Email Summary:

Post vacation summary,
emails sent with no reply

-Estimated time saved:

2 hours per week



Chat GPT EDU
AI INSIGHT
ASSISTANT

NIH/GM Info Bot

-Weekly summary:

NIH notices and AI in
higher ed/grant mgmt.

-Estimated time saved:

1 hour per week



Chat GPT EDU
AI REVIEW
ASSISTANT

RPPR Reviewer

-Description:

Review reports using NIH
instructions

-Estimated time saved:

2-3 hours per report



Chat GPT EDU
AI BUDGET
ASSISTANT

Budget Check

-Description:

Ensure amounts match on
all files. Draft justification.

-Estimated time saved:

3 hours per budget



Chat GPT EDU
AI CODING
ASSISTANT

Excel Automation Engineer

-Description:

Macros for reporting,
allocations, etc.

-Estimated time saved:

10 hours per project

Maura Klemczak

Assistant Director of
Finance (IID)