



KARI WOODRUM

GRANTS & CONTRACTS ASST.

EXPERIENCE

GRANTS & CONTRACTS ASST.

Prairie Research Institute, University of Illinois

June 2025 - Present

- Support the full lifecycle of grants and contracts across multiple research centers.
- Review and route proposals for compliance with University and sponsor policies.
- Collaborate with PIs, SPA, and departmental administrators to ensure accuracy and timely submissions.
- Assist with post-award tasks including project setup, budget revisions, and reporting.
- Provide guidance on federal, state, and foundation sponsor requirements.
- Actively pursue professional development through NCURA and institutional initiatives to strengthen expertise and contribute to continuous improvement within research administration.

PRE-AWARD GRANTS & CONTRACTS ADMINISTRATOR

Western Illinois University

October 2021 - June 2025

- Managed proposal development and submission for federal and foundation grants, ensuring full compliance.
- Advised faculty across disciplines on strategic grant-seeking and proposal competitiveness.
- Delivered workshops and one-on-one training to enhance proposal quality and readiness.
- Maintained working knowledge of major sponsors (NSF, NIH, HRSA, USDA, DOJ).
- Partnered with campus leadership and external collaborators to strengthen funding initiatives.



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EDUCATION

Master of Science in Gerontology

Eastern Illinois University

Bachelor of Science in Communication Sciences & Disorders

Western Illinois University

SKILLS

- Grant proposal development
- Budget preparation & compliance
- Faculty & PI support
- Project management & coordination
- Communication & collaboration
- Presentation & public speaking
- Discussion facilitation
- Writing & publication contributions

NCURA ACTIVITIES

- 2022-2023 MOO Mentee
- Region IV Membership Committee
- Region IV Communications Committee

PUBLICATIONS

- “Call Me Coach,” NCURA Magazine, Vol. 55, No. 6
 - “Overcoming Rejection,” NCURA Update, No. 74-2520.34
 - “The Trusted Advisor” Sponsored Research Administration (SRGA), July 2025 Update
 - “Embracing the Crossroads: How New Research Administrators Can Lead the Way in AI Adoption,” NCURA Magazine, Vol. 57, No. 4
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PRESENTATIONS

- 2023 – Overcoming Rejection, NCURA Region IV Spring Meeting, Concurrent Session, co-presented with Roger Wareham.
- 2024 – The Trusted Advisor, NCURA Pre-Award Research Administration (PRA) Conference, Concurrent Session, co-presented with Jeff Ritchie.
- 2024 – WE: Enhancing Faculty and Sponsored Projects Relationships, NCURA Pre-Award Research Administration (PRA) Conference, Concurrent Session, co-presented with Shuna McMichael.
- 2025 – AI: The Crossroads Where AI and Critical Analysis Meet, NCURA Financial Research Administration (FRA) Conference, Concurrent Session, co-presented with Kathleen Halley-Octa.
- 2025 – Thriving at the Desk: Strategies for Healthy Living in a Sedentary Workplace, NCURA Pre-Award Research Administration (PRA) Conference, Concurrent Session, co-presented with Jennifer Vessio.
- 2025 – Start Where You Are, Use What You Have, Do What You Can, NCURA Pre-Award Research Administration (PRA) Conference, Discussion Group, co-presented with Laina Stuebner.
- 2025 – Thriving at the Desk: Strategies for Healthy Living in a Sedentary Workplace, NCURA Region IV Spring Meeting, Concurrent Session, co-presented with Beth Woods.
- 2025 – Start Where You Are, Use What You Have, Do What You Can, NCURA Region IV Spring Meeting, Discussion Group, co-presented with Laina Stuebner.
- 2025 – Thriving at the Desk: Strategies for Healthy Living in a Sedentary Workplace, NCURA 67th Annual Meeting, Concurrent Session, co-presented with Beth Woods.
- 2025 – Start Where You Are, Use What You Have, Do What You Can, NCURA 67th Annual Meeting, Discussion Group, co-presented with Laina Stuebner.