

EDUCATION



Master of Science in Accounting

Indiana Wesleyan University, 2016

Bachelor of Arts

Indiana University, 2012

Majors: Studio Art, Art History
Minor: Non-Profit Management
Certificate in Arts Administration

EXPERIENCE

The University of Chicago, University Research Administration

Chicago, IL

Post Award Research Specialist

April 2022 - Present

- Responsible for all financial and non-financial post-award activities for all sponsored projects for the University
- Review and process agreements through sponsor portals and University systems to ensure terms and conditions are favorable and entered into systems with accuracy and timely
- Directs preparation of, monitors and approves sponsor required fiscal and management reports including financial closeout
- Mentor and train new hires within URA Post Award
- Understand and review Sponsor guidelines and process or manage awards in compliance with university and sponsor policies and assist with other grants and contracts activities
- Request modifications and prior approval from sponsors to ensure projects adhere to terms and conditions

Cornell University, Office of Sponsored Programs

Ithaca, NY

Grants and Contracts Officer

September 2021- April 2022

- Represent the University to sponsors in proposal submission, grant negotiation and acceptance, and other collaborations to facilitate proposal and award activity while upholding the institution's principles, policies, and goals
- Lead contract negotiations with sponsors on behalf of University
- Serve as Authorized Representative to commit University to terms and conditions of sponsored agreements
- Ensure accurate, complete, and timely entry of award data into University system

Colorado State University, Office of Sponsored Programs

Fort Collins, CO

Senior Research Administrator

June 2019 – August 2021

- Analyze the terms of contractual arrangements between the University and external sponsors to ensure that they are technically, legally, and financially satisfactory
- Negotiate award terms of sponsored agreements on behalf of University
- Ensure compliance with University, State, Federal and Sponsor requirements, and the interpretation and application of government/sponsor guidelines and policies
- Review and negotiate Material Transfer Agreements and Non-Disclosure Agreements
- Maintain knowledge and updates on Uniform Guidance, OMB 2 CFR 200; Analyze Federal Acquisition Regulations (FAR) clauses during agreement review
- Instruct, attend, and participate in ongoing training targeted to research administrators and help develop training materials
- Responsible for prioritizing, managing, coordinating, and evaluating a team generally consisting of one or more Research Administrators, with indirect supervision of Accounting Technicians and Administrative Assistants

Research Administrator

February 2018—June 2019

- Review and approve proposals for submission to ensure accuracy with sponsor guidelines, CSU policies and procedures
- Collaborate with department to ensure high quality proposals, foster relationships for smooth review process
- Experience in working with federal agencies (DOD, DOI, DHHS, NASA, NSF, USDA) and private sponsors in proposal submission, terms and conditions review, and post award actions
- Review and process modifications to existing agreements, confirming with faculty and department research administrators that requests and agreements match expectations

- Provide post-award financial administration of sponsored accounts for federal, state, nonprofit, and private sponsors
- Utilize extensive knowledge of Kuali Research and Kuali Financial Systems including financial processing, general ledger, and purchasing/accounts payable categories, in order to help with discovery and testing of new versions and updates
- Review cost transfers, equipment requisitions, high risk charges for allowability, allocability and reasonableness
- Create and send billing and financial reports for sponsored accounts, ensuring compliance with regulations
- Create and execute draws from federal agencies, familiarity with federal draw systems including ASAP, HHS PMS

PROFESSIONAL DEVELOPMENT AND INVOLVEMENT

National Council of University Research Administrators (NCURA)

- **Organization Member** **February 2017 - Present**
- **National Committees**
 - Annual Meeting 65, Program Committee, Co-Track Lead Professional Growth 2023
 - Annual Meeting 66, Program Committee, Co-Track Lead Pre-Award and Research Development 2024
 - Professional Development Committee Member/Lead, Online Programming Subcommittee 2021, 2024 - 2025
 - Professional Development Committee Member/Lead, Publications Subcommittee 2022 - 2023
 - Presidential Task Force Member 2025 - Present
 - Young Professionals Council Member 2023 - 2024
- **Region IV Volunteering** **(2022 – Present)**
 - Member-at-Large, Region IV Board 2024 - 2025
 - Regional Meeting 2025 Chicago Co-Chair, Lead of Program Committee 2024 - 2025
 - Communication Committee Co-Chair, Webmaster January 2024 – Present
 - Regional Meeting 2024 Ann Arbor, Program Committee, Co-Track Lead Post-Award and Financial 2023 - 2024
 - Website Designer and Administrator January 2024 – Present
- **Region II Volunteering** **(2021-2022)**
 - Volunteer and Membership Development Committee Member December 2021 – April 2022
 - Communication Committee Member, Webmaster January 2022 - April 2022
 - Website Designer and Administrator January 2022 - April 2022
 - Regional Meeting Program Committee Member February 2022 - April 2022
- **Region VII Volunteering** **(2017-2021)**
 - Treasurer January 2020 – August 2021
 - Communication Committee Member, Webmaster August 2018 – August 2021
 - Strategic Planning Committee Member October 2018 – August 2021
 - Website Designer and Administrator January 2019 – August 2021
 - Regional Meeting Planning and Logistics Committee Member 2019 - 2021
 - LeadMe Mentee, Class of 2019 2019
 - Chair of Site Selection Committee 2019
 - Chair of Awards and Election Committee 2020

- Learning to Understand Your Other Half: NCURA VI/VII Regional 2018
Departments are from Venus and Central is from Mars
- Catch 'em and Keep 'em: Recruiting, engaging & retaining younger generations in Research NCURA AM 61 2019
- Young Professional and Emerging Leaders – Building your Authority and Leadership NCURA VI/VII Regional 2019
- Catch 'em and Keep 'em Recruiting, engaging & retaining younger generations in Research CARA/ACAAR Webinar 2019
- Cost Share: The Good, the Bad, the Ugly CSU Departmental Researchers Meeting 2020
- Yikes! Our New Award Earns Program Income?! NCURA AM 62 2020
- Workshop: Crafting a Fully Compliant Budget NCURA FRA/PRA Workshop Day 2022
- An Ounce of Preparation is Worth a Pound of Cure NCURA FRA 2022
Animal Clinical Trial Budget Crafting Sponsors vs. Central
- Put Your Best Foot Forward: Resume Development NCURA AM 65 2023
- Navigating Post-Award Allowability NCURA Webinar, March 2025
- Workshop: The NIH Grant Cycle: An Overview from RFA through Closeout NCURA IV Regional 2025
- 5 Years Later - How COVID Changed the Way We Work NCURA IV Regional 2025
- Prior Approvals and YOU! NCURA AM 67 2025

NCURA Conferences Attended

- Level 1: Fundamentals of Sponsored Projects Administration 2017
- Financial Research Administration Conference (FRA) San Diego 2018
- Region VI/VII Regional Meeting Billings, MT 2018
- NCURA Annual Meeting 61 2019
- Region VI/VII Regional Meeting Seattle, WA 2019
- NCURA Annual Meeting 62 Virtual 2020
- Region VI/VII Regional Meeting Virtual 2020
- Region II/IV/VII Regional Meeting Virtual 2021
- Financial Research Administration Conference (FRA) New Orleans 2022
- NCURA Annual Meeting 65 2023
- Region IV Regional Meeting Chicago, IL 2025
- NCURA Annual Meeting 67 2025