

Dana Simpson

321 Casteel Road • Marietta, Georgia 30064 • (770)428-6255

E-mail: dana.simpson@osp.gatech.edu

CAREER SUMMARY: Twenty Four years of increasingly responsible leadership, management, and administration experience in sponsored programs with a major research university

Subject Matter Expertise:

- Management of a sponsored research portfolio in excess of \$750,000,000/annually.
- Sponsored research e-commerce applications and business systems integration.
- Department of Defense Contracts - Federal Acquisition Regulations (FAR) and its supplements.
- Grants and Cooperative Agreements - Office of Management and Budget 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and agency requirements.
- Interpretation and applicability of contractual requirements, public laws; statutes and regulations.
- Environmental scanning of external and internal trends used in strategic planning.
- Development of processes and tools that increase productivity and mitigate risk.
- Facilitation and fostering of inter-organizational relationships.

Employment History:

Georgia Institute of Technology

Director, Office of Sponsored Programs (2013 - present)

Direct operations of Office of Sponsored Programs in a major research university located in Atlanta, Georgia and with sponsored activities in several international locations. Manage a staff of 30 divided into 6 teams that provide cradle-to-grave research administration services for Georgia Tech's research community in support of the Institute's \$750 million sponsored research portfolio.

Analyze, develop and implement policy and procedures that add value to the University's research community. Provide oversight for policies and procedures impacting sponsored funding proposals and awards. Monitor sponsored programs agreements for regulatory compliance with Federal, State and University guidelines. Direct negotiation and acceptance of sponsored program agreements, contracts, subawards and master agreements, ensuring Federal, State and University regulations are met on public contracts. Manage regulatory and financial compliance policy and its application to research proposals. Oversee research administration education and outreach activities and institutional implementation of Federal electronic systems. Collaborate with General Counsel on policy issues involving new federal and state regulations and interpretations or execution of policies, and risk issues associated with sponsored programs. Designated as Institutional Authorizing Official. Currently hold a national security clearance.

Georgia Institute of Technology

Manager and Contracting Officer, Subaward Team (2006 – 2013)

Managed the subaward team in issuing and managing 600 new subawards and 500 change order actions annually in support of Georgia Tech's extensive and diverse research portfolio. Implemented a web-based subaward data management system to facilitate oversight. Devised a payment tracking system and implemented business processes to ensure Georgia Tech continues to meet federal, state, university and agency requirements and to guarantee successful completion of the A-133 annual audit and the Contractor Purchasing Review System (CPRS) audit.

- Drafted and negotiated subcontracts, consulting agreements and subgrants that are compliant with the prime award terms and conditions and with government regulatory requirements.

- Provided audit support for the Contractor Purchasing System (CPSR) and annual A-133 audits.
- Performed risk assessment on subcontracts for potential conflicts of interest, ensuring compliance in the areas of International Traffic in Arms Regulations (ITAR); Export Administration Regulations (EARs); human and vertebrate animal subjects, conducting a cost analysis, considering past performance, determining financial stability, verifying compliance with A-133 audits, and confirming subcontractor's eligibility to receive government funding. Created and implemented risk management plans when applicable
- Expert for interpreting, explaining and applying governmental research regulations and extramural sponsor policies.
- Tracked agency updates and incorporated in subawards as required.
- Facilitated discussions and resolutions in subcontractor disputes.

***Georgia Institute of Technology
Contracting Officer, Department of Defense Team (2001- 2006)***

Authorized representative and negotiator on behalf of Georgia Institute of Technology for proposal submittal and acceptance of contracts, grants and cooperative agreements. Contributed to the University's research dollars by negotiating and managing large indefinite delivery indefinite quantity (IDIQ) agreements that directly contributed to Georgia Tech's 8% growth in research annually. Created a sponsored projects data management system (ORACLE) desk manual that is still used to train new users.

- Advised faculty, staff and researchers to ensure compliance with contract requirements, federal and state statutes, and provided budget reviews to satisfy current and accurate pricing requirements.
- Reviewed and interpreted solicitation language to ensure compliance with Georgia Tech's policies and authority as an entity of the State of Georgia and provided professional interpretation on its impact to the University.
- Provided certification that the pricing in proposal budgets is current and accurate.
- Negotiated and accepted contract and grant terms in accordance with Georgia Tech's status as a nonprofit, educational institution and entity of the state of Georgia.
- Negotiated change orders to existing awards.
- Accepted awards on behalf of the Institution.

***Georgia Institute of Technology
Closeout Specialist, Closeout Team (1998 – 2001)***

Managed the closeout support team in finalizing the contractual obligations of the University's 1500 sponsored research awards received annually. Liaison between Georgia Tech and the Office of Naval Research in resolving closeout initiatives, audits and small business subcontracting goals. Reviewed and interpreted contract and grant terms for sponsor compliance, oversaw the collection and distribution of all closeout documents. Negotiated quick closeout options and termination settlements. Developed and managed the small business master subcontracting plan in accordance with FAR 52.219-9, Small Business Subcontract Plan, including creating project specific goals, reporting and supporting annual audits of Georgia Tech small business goal accomplishments.

Program Development Officer, Contract Support Division (1993 – 1998)

Provided support on closeout activities of all sponsored contracts and grants at Georgia Tech. Advised faculty, researchers, senior management and staff on how to use multiple e-commerce resources to increase their research portfolio. Built and launched Office of Sponsored Program's first website to support the University's growing research initiatives.

Education: Kennesaw State University, Master of Public Administration - (December 2005)
Kennesaw State University, Bachelor of Business Administration, Management

Certifications: Certified Research Administrator (CRA) - December 2012
Certified Federal Contract Manager (CFCM) - April 2013

Professional Development:

- *Continuing Education Webinars in Government Contracting*, National Contract Management Association
- *Subcontract Management*, George Washington University, Law School, & ESI International
- *Managing Government Contracts*, Univ. of Houston Clear Lake's Federal Acquisition & Contracting
- *FAR Part 45 and 52 – Government Property Outreach and Communication*, Defense Acquisition University and the Office of Defense Procurement & Acquisition Policy
- *UNIX Management, and Web Page Design*, Georgia Tech College of Computing Continuing Education

Professional Affiliations:

- *National Contract Management Association (NCMA)* - (2013)
- *National Council of University Research Administrators (NCURA)* (1999 – Present)
- *Federal Demonstration Partnership (FDP)*

Organizational Committees:

- *Georgia Tech's General Faculty Assembly* - elected member for the 2014 academic calendar.
- *Georgia Tech's Faculty Executive Board* – elected member 2014
- *GTRC and Sponsored Programs Working Task Force* – charged with providing recommendations for improved business practices that includes technology, telecommuting, record retention and contingency planning (2010 – Present)

Presentations:

National Council of University Research Administrators (NCURA)

- Region III Conference 2012, Panama City Beach, FL - “Open Forum Discussion on Sub-Awards and Risk Mitigation Strategies”
- Region III Conference 2013, Memphis, TN - “Understanding Federal Contracts”
- Region III Conference 2014, St. Petersburg, FL - “Cost Sharing Basics”

Georgia Institute of Technology

- GT1000 - Freshman Seminar - 2014 Fall Semester
- Member of the Faculty Executive Board 2014 - 2016
 - Executive Liaison for the Welfare and Security Standing Committee
- Member of the General Faculty Assembly 2013-2014
- Internal Training Presented to Georgia Tech Research Community
 - Finding funding through various electronic tools such as Community of Science
 - FASTLANE
 - Subrecipient Monitoring; Subcontracts
 - Federal Contracts