

**Kayron C. Gilstrap, C.R.A.**

**Certification:** Certified Research Administrator by the Research Administrators Certification Council

**Awards:** 2014 GSU Staff Training & Development Award  
2013 Georgia State University Research Administration Award  
2008 Ga Tech Outstanding Staff Performance Award  
2003 ECE GTeam Award

**Research Administration Experience:**

**Georgia State University, Atlanta, GA 30303**  
**Assistant Director, Business Operations-Center for Molecular & Translational Medicine** 11/16-present  
**Grants & Contracts Officer III** 6/15 – 10/16  
Manage all pre- and post-award activities for the Center. Supervise Center administrative staff.

**Georgia State University, Atlanta, GA 30303**  
**Business Manager II-Research, Educational Psych., Special Ed., & Comm. Disorders** 8/12 – 6/15  
Managed two \$10M centers from the U.S. Dept. of Education and all other research awards in the department, totaling approximately \$24M. Supervised post-award staff.

**Georgia State University, Atlanta, GA 30303**  
**Grants & Contracts Officer III, College of Arts & Sciences** 3/11 – 8/12  
Managed pre-award for 25 Departments and Centers within the College. Advise faculty members and department chairs on research administration, and served as liaison between departmental research administrators, departmental business managers, faculty, department chairs, Associate Deans, Office of Sponsored Programs, Research and Awards Administration, Legal Affairs, sponsors, and others.

**Georgia Institute of Technology, Atlanta, GA 30332**  
**Accountant II – Grants & Contracts Accounting** 1/11 – 3/11  
Prepare invoices and financial reports for International and Federal sponsors, prepare financial reports to close-out sponsored grants, analyze and prepare cost share reports

**Georgia Tech Research Corporation, Atlanta, GA 30332**  
**Temporary in Office of Research Compliance** 7/10 – 1/11  
Conduct preliminary screening of all sponsored proposals and MTAs subject to Export Control review. Coordinate final review and approval with Office of Legal Affairs, Research Compliance, Sponsored Programs, and with academic/research faculty. Responsible Conduct of Research training, compose notification submitted to faculty and staff regarding Conflict of Interest findings.

**Georgia Institute of Technology, Atlanta, GA 30332**  
**Assistant Director of Financial Operations - School of Chemistry and Biochemistry** 6/08 to 7/10  
**Financial Manager II – School of Chemistry and Biochemistry** 6/05 to 6/08  
Supervised all financial staff. Oversaw management of all financial processes for state funds, discretionary funds, and sponsored funds.

**Georgia Institute of Technology, Atlanta, GA 30332**  
**Administrative Manager I - School of Electrical and Computer Engineering** 11/00 to 6/05  
Supervised all staff. Prepared budgets for research proposals and facilitated submission. Manage sponsored projects cradle to grave.

**Georgia Institute of Technology, Atlanta, GA 30332**  
**Accountant III/Administrative Coordinator** 7/97 to 11/00  
Duties included managing and closing sponsored accounts; managing, creating, and closing Georgia Tech Foundation accounts. Managed the financial processes for the Center. Trained new staff.

Georgia Institute of Technology, Atlanta, GA 30332

Administrative Assistant I

Senior Administrative Secretary

Senior Secretary

7/95 to 7/97

3/92 to 7/95

10/85 to 7/92

Managed sponsored accounts for four faculty members. Prepared and distributed deliverables for sponsored accounts.

### Other Professional Experience:

National Council of University Research Administrators (NCURA): member since 2007

### Service:

Co-Chair of the 2018 National Annual Meeting (AM60)

Immediate Past-Chair, Region III: May 2017-May 2018

2019 Site Selection Coordinator, Region III: Fall 2017

Chair, Region III: May 2016 – May 2017

Chair Elect, Region III: June 2015 – May 2016

Treasurer, Region III: January 2013 – December 2014

Treasurer-Elect, Region III: July 2012 – December 2013

### Workshop Co-Presenter:

2018 NCURA Annual Meeting, Washington, DC, *“Strategies for Communicating and Working with ALL of Your Faculty: Early Career Faculty to Emeritus Faculty and Everyone in Between”*

2018 NCURA Region III Meeting, Williamsburg, VA, *“Allowable Costs in the Uniform Guidance”*

2017 NCURA Financial Research Administrators Meeting, San Diego, CA, *“Allowable Costs in the Uniform Guidance”*

2016 NCURA Region III Meeting, Miramar Beach, FL, *“Allowable Costs in the Uniform Guidance”*

2015 NCURA Annual Meeting, Washington, DC, *“This Is the Way We Have Always Done It: Redefining Learning and Development of Research Administrators”*

2015 NCURA Region III Meeting, Isle of Palms, SC, *“Allowable Costs in the Uniform Requirements”*

2014 NCURA Region II/III Meeting, St. Pete Beach, FL, *“OMB Circulars and Allowable Costs”* and *“Identification of Export Control Issues in Sponsored Programs”*

2013 NCURA Region III Meeting, Memphis, TN, *“OMB Circulars and Allowable Costs”*

2012 NCURA Region III Meeting, Panama City Beach, FL, *“OMB Circulars and Allowable Costs”*

### Concurrent Sessions Co-Presenter:

2018 NCURA Region III Meeting, Williamsburg, VA, *“Internal Controls and the Departmental Administrator”*

2017 NCURA Region III Meeting, Savannah, GA, *“A Day in the Life of a Departmental Research Administrator: Managing multiple projects, PIs and you time”*

2016 NCURA Annual Meeting, *“From Department to Pre-Award Office – Solving the Mystery”* and *“A Day in the Life of a Departmental Research Administrator: Managing multiple projects, PIs and your time”*

2015 NCURA Region III Meeting, Isle of Palms, SC, *“Managing Subawards at the Departmental Level”*, *“I am a Research Administrator: Now, How do I fix this?”*, and *“Getting to Know Region III”*

2015 NCURA Region V Meeting, Houston, TX (Invited Presenter), *“On your mark...get set...go! Managing subawards from start to finish”* and *“Super Mario Brothers or Super Departmental research Administrator? Avoiding pitfalls and accomplishing tasks to win the game”*

2012 NCURA National Pre-Award Administration Conference, Vancouver, B.C., *“Building Budgets for Successful Post Award Management”*

2011 NCURA Regional III Meeting, Isle of Palms, SC, *“Effort-Reporting: Where we have come from, where we are now, and where we are going”* and *“Export Control”*

2010 NCURA Regional III Meeting, Memphis, TN, *“Visa Issues and Sponsored Programs”*

2009 NCURA Regional III Meeting, Panama City Beach, FL, *“Dealing with Visa Issues”*

2008 NCURA Regional III Meeting, Isle of Palms, SC, *“Departmental and Central Administration: Same Goals, Different Paths”* and *“NCURA Benefits”*

Panelist for Panel Discussion at 2012 NCURA Region III Meeting, Panama City Beach, FL. *“Sub-Awards and Mitigating Risks”*

Other Workshop Presentation: *“Allowable Costs in the Uniform Guidance,”* University System of Georgia Auditors, January 19, 2017, Atlanta, GA.

Publication: **Gilstrap, K.C.**, Bingham-Roy, R. (2016) “Fitting the Pieces Together: The Role of the Departmental Administrator in Uniform Guidance Compliance.” *NCURA Magazine* Vol. XLVIII, No. 6 (pp.7-8).

### Georgia State University:

Co-presenter of *“Expenditure Review and Allowable Costs”*.

Co-presenter of *“Personnel Effort Reporting”*.

February 2016 – present: Co-creator of Allowable Costs and Effort Reporting workshops for the research administration training program.