

KATHLEEN M. HALLEY-OCTA

KMHALLEY@GMAIL.COM | 404-934-6613

INVOLVEMENT IN NCURA

Member 7/2011 – present

Website Committee Coordinator 5/2017 – present

- Oversaw transition of website to WordPress
- Worked with committee members to ensure information was up-to-date and accurate
- Coordinated with Social Media & PR committees to unify Region III's online presence and messaging

Program & Planning Committee

- Track Chair for Professional Development for 2018 & 2019 Region III Spring Meetings
- Served as representative of Website Committee for 2018 & 2019 Region III Spring Meetings
- Coordinated with committee coordinators to ensure information related to meeting was accurate and available for registrants
- Assisted with uploading program information, headshots, and bios into the app

Presentations

- 7 May 2019. "It Depends: Why Checklists Don't Make Good Research Administrators" Concurrent Session for NCURA Region III Spring Meeting. Hollywood Beach, FL. With Laura Letbetter (Georgia State University).
- 6 May 2019. "Shrimp on a Treadmill: Politics and Perception in Federally Funded Research." Concurrent Session for NCURA Region III Spring Meeting. Hollywood Beach, FL. With Scott Niles (Georgia Tech) and Andy Howard (Georgia Tech).
- 5 May 2019. "Pre-Award Fundamentals." Workshop for NCURA Region III Spring Meeting. Hollywood Beach, FL. With Danielle McElwain (University of South Carolina).
- 7 August 2018. "Research Administration in 10 Years—A Lookout." Discussion Group for NCURA 60th Annual Meeting, Washington, DC. With Justo Torres (North Carolina State University).
- 7 May 2018. "Change Management for Senior Leadership." Concurrent Session for NCURA Region III Spring Meeting. Williamsburg, VA. With Jeanne Hermann-Petrin (University of Tennessee Health Science Center).
- 8 May 2018. "Making the Leap: How to Leverage Your PUI Experience When You're Ready to Make a Career Move." Concurrent Session for NCURA Region III Spring Meeting. Williamsburg, VA. With Stacy Bass (Georgia Tech).
- 8 August 2017. "Change Management for Senior Leadership." Discussion Group for NCURA 59th Annual Meeting, Washington, DC. With Jeanne Hermann-Petrin (University of Tennessee Health Science Center) and Kurt McMillan (University of Wisconsin).
- 4 May 2016. "Perilous Pitfalls to Avoid: Common Pre-Award Mistakes that Catch Us All." Discussion Group for NCURA Region III Spring Meeting. Miramar Beach, FL. With Debbie Smith (University of Tennessee Health Science Center) and Carrie Saites (University of Central Florida).
- 3 May 2016. "Budgeting Basics." Concurrent Session for NCURA Region III Spring Meeting. Miramar Beach, FL
- 12 May 2015. "Human Universals: A Context for Reducing Conflict and Tension in Relationships between Departmental and Central Roles." Concurrent Session for the NCURA Region III 2015 Spring Meeting. Isle of Palms, SC. With Laura Letbetter (Georgia Tech).

Publications

Halley-Octa, Kathleen M. (2018 January-February). Bold Resolutions: Change Management for Research Administrators. *NCURA Magazine*, 50(1), pp. 4-5.

Workshops Attended

- 2018 Annual Meeting- Leadership Boot Camp, Washington DC
- 2014 Departmental Research Administration Travelling Workshop, Atlanta, GA
- 2013 Sponsored Project Administration Level II Travelling Workshop, Seattle, WA
- 2011 Annual Meeting- Pre-Award Basics, Washington, DC

RESEARCH ADMINISTRATION EXPERIENCE

Director, Office of Research and Sponsored Projects 8/2018 – present
Georgia State University, College of Education & Human Development

- Oversees pre- and post-award activities for CEHD, whose sponsored research portfolio has averaged \$20 million over the past 5 years.
- Leads a team of 7 research administrators who provide support to CEHD faculty including proposal development, award management, cost share tracking, reporting, and closeout.
- Streamlines and improves policies at procedures at the College and University level to allow for more effective management of sponsored projects.
- Organizes sponsored programs professional development series open to all CEHD staff.
- Serves as a member of College leadership team and advocates for the research needs of faculty members and research administrators.
- Communicates policy changes, both federal and institutional, to research administrators and CEHD faculty
- Briefs Associate Dean for Research, Dean, and Department Chairs on issues regarding the college's research portfolio.

Research Education and Outreach Manager 8/2016 – 07/2018
Georgia Institute of Technology, Office of Sponsored Programs (OSP)

- Supervised Research Education and Outreach team consisting of proposal training specialist and student assistant
- Managed Research Administration training program, including Departmental Certification in Sponsored Research, Brown Bag Series, CRA Study Group, Webinars, etc.
- Organized outreach opportunities to improve the relationship between OSP and campus constituents, including Grants Administrators Networking Group, OSP Office Hours, and New Faculty Orientation Lunches
- Acted as primary liaison between OSP and campus constituents regarding changes to internal policies and procedures and changes to sponsor guidelines.
 - Published quarterly OSP Newsletter
 - Served as moderator for internal sponsored programs listserv (RAB List)
- Primary contact for Research Administration systems such as Roster Tech and Cayuse 424
- Oversaw transition to eRouting, OSP's homegrown electronic routing solution. Served as product owner, including requirements gathering, oversight of product development, and development of onboarding strategy
- Member of Project Team that interfaced with external consultants to form a recommendation for reorganization of OSP staff and optimization of policies and procedures
- Set priorities for electronic research administration projects and system updates as a member of OSP Project Governance Council

Senior Grants Administrator 2/2016 – 07/2016

Grants Administrator 7/2013 – 01/2016

Georgia Institute of Technology, School of Mechanical Engineering

- Oversaw submission of sponsored research proposals to federal agencies, foundations, and industry partners
 - Provided pre-award support for 115 faculty members
 - Over 350 proposals submitted each year, resulting in an average of \$40 million in awards
 - Reviewed proposal narratives and budgets, prepared forms for submission before routing to Office of Sponsored Programs
 - Served as liaison between faculty members and OSP contracting officers
- Initiated and managed subawards on ME sponsored projects, including invoicing and reporting
- Organized and provided training to ME financial team on issues in sponsored programs
- Advised faculty members and ME finance staff regarding institute policies, OMB regulations, and agency guidelines
- Advised School Chair and Director of Business Operations on complex issues related to sponsored programs

Research Administration Specialist

4/2011 – 06/2013

Kennesaw State University

- Oversaw submission of over \$70 million dollars in federal, state, and private grant applications
- Reviewed proposal narratives, budgets, and prepared all forms for submission
- Organized and promote proposal development workshops, training sessions, and webinars for faculty and staff
- Assisted in the implementation of Smart Grant, KSU's new grants management system
- Created and maintained all accounts in FastLane, Grants.gov, and other e-submission systems
- Updated and created content for website

OTHER PROFESSIONAL EXPERIENCE

Freelance Grant Writer & Grants Management Consultant

1/2011 – present

- Assist various non-profit organizations with grant writing and grants management
- Provide training to non-profit organizations on grants management best practices
- Selected Clients: Friends of Memorial Drive Greenway/Park Pride, Tiny Doors ATL, Gilgal, Inc., Atlanta Dogwood Festival Board of Directors, Georgia Occupational Therapy Association

School & Youth Campaign Recruiter

8/2010 – 12/2010

The Leukemia & Lymphoma Society

- Recruited and managed 125 schools, projected to raise \$140,000 for LLS's Pennies for Patients campaign
- Developed and cultivated working relationships with coordinators at schools across the state

OTHER MEMBERSHIPS AND PROFESSIONAL SERVICE

Georgia Research Administrators NeTwork

8/2016 – present

- Member of Organizing Committee & Speaker
 - 2018- Panel Member, Evaluating eRA Systems
 - 2017- Panel Member, Developing a Training Program

Certified Research Administrator

7/2014 – present

Research Administrators Certification Council

- Served as content reviewer for CPRA exam questions in 2015

EDUCATION

College of Charleston and the Citadel

8/2008 – 5/2010

*Master of Arts, English***The University of Georgia**

8/2004 – 5/2008

*Bachelor of Arts, English, Certificate in British and Irish Studies***SYSTEMS & ADDITIONAL SKILLS**

- eRA Systems: Cayuse424, Fastlane, Research.gov, eRA Commons, PAMS, Proposal Central, NOAA GrantsOnline
- Expert level knowledge of 2CFR200, NIH GPG, NSF PAPPG, etc.
- Training in project management and change readiness
- Intermediate knowledge of HTML, CSS, Drupal, and Wordpress
- Advanced experience with Microsoft Office, including Excel and Access