

# KATHRYN SIMPSON, MPH, CRA

(972) 951-6617 | kathrynsimpson99@gmail.com | www.linkedin.com/in/KathrynSimpson-CHES

## **BIO**

Research administrator with almost a decade of experience. I have experience in almost all areas of the field but specialize in post-award management and management of electronic research administration systems (ERA). I additionally have worked in research administration in both central and departmental offices.

## **WORK EXPERIENCE**

### **St. Jude's Children's Research Hospital**

*Grants Sponsored Programs Management Team  
Senior Business Analyst*

*Remote (December 2022-Present)*

- Served as liaison between Information Services (IS) and Grants Sponsored Programs (GSP), troubleshooting issues for end users working in Electronic Research Administration (ERA) Software (Huron Click Products).
- Facilitated ERA system patch deployment and managed upgrades, from initial smoke tests to approval.
- Developed learning materials and standard operating procedures aimed to streamline processes campus-wide.
- Collaborated with St. Jude's c-suite executives, creating Power BI dashboards for key research operations.

### **Cayuse LLC**

*Professional Services Consultant*

*Remote (February 2022-December 2022)*

- Served as subject matter expert on both post award financials and effort reporting for new clients.
- Created discovery reports, indicating gaps and making suggestions for more efficient processes.
- Trained end users on products and ensured approval on all data elements.
- Assisted in creating internal implementation documentation that streamlined new timelines.

### **University of Texas Southwest Medical Center (UTSW)**

*Senior Grants and Contracts Specialist*

*Dallas, TX (October 2021-January 2022)*

- Managed a team of pre-award specialists, was the departmental approval for all outgoing grant proposals.
- Functioned as the main contact for submitting large scale grant projects (i.e CPRIT prevention awards, U24, P20s and other large NIH center grants).
- Created new post-award departmental processes and reports to ensure proper handling of ongoing projects.
- Served as the super user for the department with eGrants (Huron Proposals), troubleshooting issues in house.

### **University of North Texas Health Science Center**

*Grants and Contract Manager*

*Fort Worth, TX (December 2020-October 2021)*

- Assisted faculty in Center for Human Identification, Center of Diversity and Inclusion, Libraries and Provost office with managing current and incoming awards.
- Oversaw project support specialists and roughly 22 million dollars in active research awards.
- Developed post-award training materials; desk aides, checklists and annotated policy and procedure guides.
- Facilitated post-award training for departmental administrators and faculty members.
- Worked directly with the Office of Sponsored Projects to improve overall compliance of effort certification.

*Project Support Specialist*

*Fort Worth, TX (October 2019-December 2020)*

- Served as a liaison between UNTHSC Office of Sponsor Research and faculty (Microbiology Immunology and Genetics, Center of Diversity and Inclusion and the Libraries) to increase effective communication.
- Ran monthly reports for expenditures, effort reporting, account reconciliation and sub award management.
- Oversaw project expenditure transfers to ensure they met both UNTHSC and sponsoring agencies guidelines.
- Developed training sessions to educate departmental administrators on procedures and policies set forth by UNTHSC Office of Sponsor Research.

## **Southern Methodist University**

*Grants Management Specialist*

*Dallas, TX (August 2018-October 2019)*

- Worked closely with Dedman College, Lyle School of Engineering and Perkins School of Theology faculty.
- Developed, reviewed and approved budgets submitted by faculty.
- Reviewed and submitted proposal grants to major agencies like NIH, NSF, DOE and DoD.
- Assisted in post-award functions; budget change requests, no cost extension, re-budgeting and close-out.
- Aiding in setting up 32 million dollars in research funding in FY 2019.

*Office of Research and Graduate Studies  
Coordinator*

*Dallas, TX (January 2018-August 2018)*

- Created and implemented two databases aimed at tracking funding status of proposals, and awarded dollar amounts to investigators on campus.
- Worked with investigators to ensure university documents were completed in a timely manner.
- Provided high levels of customer service to both investigators and graduate students.
- Completed data pulls for the Dean of Graduate Students and the Vice President of Research Integrity & Operations

## **UT Southwestern Moncrief Cancer Institute**

*Clinical Data Specialist*

*Fort Worth, TX (August 2015-January 2018)*

- Maintained daily Delivery System Reform Incentive Payment database and submitted annual reports.
- Oversaw data entry and reporting for Susan G. Komen's Grants E-Management System regional accounts.
- Monitored data reporting for Health and Human Services (HHSC) and University of Texas Southwestern.
- Assisted in securing \$200,000 for Komen North Texas & Komen Greater Fort Worth during 2016-2017.

## **PROFESSIONAL DEVELOPMENT AND CERTIFICATIONS:**

Certified Research Administrator

NCURA Presenter:

- Annual Conference 2023: Co Presenter for presentations entitled: *LGBT+ 101: Resources, Concepts and Ideas for Supporting LGBT+ Coworkers, PIs and Sponsors* and *Liability when Sponsoring and Conducting Clinical Trials*
- PRA & FRA 2023: Lead Presenter for presentations entitled: *RPPR Changes and You: How to Submit a Successful Progress Report* and *Looking at Proposals with a Post Award Lens: How to Reduce Award Issues at the Proposal Stage*
- Annual Conference 2022: Lead Presenter for presentations entitled: *What the Core? Managing Large Scale Projects and Reducing Administrative Burden* and *Subrecipient Monitoring and DRAs: How to Effectively Track Sub-Award and Invoicing*
- Region V Conference 2022: Co-presenter for Workshop entitled: *Post-Award 101 & 102*
- FRA 2022: Lead Presenter for presentation entitled: *Retro-Allocations and You: How to Handle Effort that is Ever Changing*
- Annual Conference 2021: Lead Presenter for presentation entitled: *My Faculty Member is Working Outside My Departments: Now What?*
- PRA & FRA 2021: Lead presenter for presentations entitled: *What's Committed? A Cost Share Overview* and *Let's Get Down with Commitment: Understanding Effort Reporting and the Impact on Departmental Research Administrators*
- PRA 2020: Co-Presenter for presentation entitled: *Gifts, Grants & Contracts: Know Your Award*

NCURA Lead Author (best practices addendums):

- *Retro-Allocations and You: How to Handle Effort that is Ever Changing*
- *Looking at Proposals with a Post Award Lens: How to Reduce Award Issues at the Proposal Stage*

## **SKILLS**

Microsoft Office: *Word (Advanced), PowerPoint (Advanced), Outlook (Advanced), Excel (Intermediate)*;

Electronic Medical Record System (EPIC) (Advanced); Oracle People Soft (Intermediate); Banner (Intermediate);

Cayuse Fund Manager and Project Effort (Advanced); Huron Research Suite (Advanced)

I am writing to express my enthusiastic interest in the position of Treasurer for the National Council of University Research Administrators (NCURA) Region II. With a robust background in managing financial resources, ranging from multimillion-dollar grants to sorority event funds, I am confident in my ability to contribute effectively to NCURA's financial stewardship and long-term viability.

In my previous roles, I have gained substantial experience in overseeing and managing substantial financial assets. For instance, I have successfully handled multimillion-dollar grants, ensuring meticulous budgeting, transparent reporting, and adherence to regulatory requirements. This experience has honed my skills in financial planning, risk management, and strategic allocation of resources. Additionally, I have managed smaller-scale budgets for events, including philanthropic activities, where I focused on optimizing expenditures and maximizing the impact of every dollar spent. These experiences have instilled in me a keen understanding of the importance of balancing financial prudence with operational needs.

My interest in the Treasurer position stems from a deep commitment to supporting the region's mission and ensuring the region's financial health. I recognize that sound financial management is crucial for sustaining our ability to host conferences, provide professional development opportunities, and fund scholarships. As Treasurer, I am dedicated to overseeing the region's financial resources with a strategic mindset, ensuring that we not only meet our current needs but also build a strong foundation for future growth.

I am particularly excited about the opportunity to contribute to the region's long-term financial stability. By implementing prudent financial strategies, I aim to support our organization's objectives, from organizing impactful conferences to advancing professional development and facilitating access to scholarships. I believe that with careful budgeting and innovative revenue strategies, we can continue to offer valuable programs and support our community effectively.

In conclusion, my extensive experience in managing diverse financial portfolios and my passion for supporting NCURA's mission position me as a strong candidate for the Treasurer role. I am eager to leverage my skills and dedication to contribute to the region's financial success and ensure our continued ability to serve and advance our professional community.

## **DEI Statement**

To me, diversity, equity, and inclusion (DEI) mean creating an environment where everyone can contribute and thrive. It involves ensuring that all individuals have a seat at the table, are heard, and can participate fully in our region's activities and initiatives. In the context of professional development, it is essential to consider and accommodate various learning styles and perspectives. This means designing programs and resources that are accessible and relevant to everyone, thereby fostering a rich, inclusive learning environment where all voices are valued and heard.

As an openly lesbian professional in the research administration community, I have a personal stake in the principles of DEI. One of the most impactful experiences in my DEI journey was co-presenting an introductory LGBT session at our annual conference. This session aimed to educate attendees about LGBT identities and foster a more inclusive and mindful workplace.

The experience was profoundly meaningful because it provided a platform to address misconceptions and promote understanding. Hearing feedback from colleagues who appreciated the opportunity to learn and engage in this important dialogue was incredibly rewarding. It was heartwarming to see participants reflect on their own practices and express gratitude for bringing such a crucial topic into a professional development setting. This session not only broadened perspectives but also helped create a more inclusive atmosphere where diverse identities are recognized and respected.

Through these experiences, I have deepened my commitment to fostering DEI in all professional settings. I am dedicated to continuing this work and ensuring that all members of our community feel included and valued.

The item of the utmost importance to continue in the region is ensuring the inclusion of a diverse position base. Research administration contains people of all walks of life and should be reflective of the boards both regionally and nationally. Another item is ensuring DEI tracks at the regional meeting. Not everyone in the region has the ability to travel to national conferences, and shouldn't have to miss such vital topics based upon what meeting they select.