

Krista Roznovsky
Stanford University
Candidate Statement - Region VI Chair

Thank you for considering my candidacy for NCURA Region VI chair-elect. Like most people, I didn't plan on a career in research administration. I stumbled upon it in 2004 by applying for a job at the Texas A&M Research Foundation...though at the time, I was not entirely sure what a "proposal administrator" even did. But research administration turned out to be a great fit for me: constantly evolving, deadline-driven and certainly never boring. To further keep things interesting, it also requires a lot of flexibility and thinking outside the box! So for the better part of two decades, I've stuck with it and dedicated myself to learning everything I can about this extremely nuanced field.

For the past six years I have been an institutional official in the Office of Sponsored Research at Stanford University, after spending two years as a departmental research administrator in Stanford's School of Engineering. Prior to that I worked in central pre-award at both the University of California, San Francisco and Texas A&M. I have at least a passing familiarity with most areas of research administration at this point, and significant experience in proposal budgeting, preparation, review and submission, departmental award management, and negotiation of contracts and grants along with outgoing subawards. In my current role, I am also responsible for hiring, training and supervising contract and grant officers with varying levels of signature authority and responsibility.

I've attended NCURA meetings off and on from almost the beginning of my career, but since 2016 I have really ramped up my activity at both the regional and national level by presenting and volunteering for various positions. Each role has given me the opportunity to learn something new. For instance, my time on the Education Scholarship Fund Committee provided wonderful insight into the dedication of research administrators who are pursuing it as a course of study. Serving as Secretary for Region VI during the peak of the pandemic gave me a crash course in flexibility and pivoting as we shifted from planned in-person meetings to virtual.

I am deeply committed to furthering diversity, inclusion, and equity in alignment with the NCURA goals (and beyond) and believe my most important role is that of advocate. I find it crucial for others to see me as unequivocally fair and inclusive, and I consistently work hard to demonstrate these values as a leader and NCURA representative. I want to make sure that everyone has a safe, equitable working environment as well as a platform to bring forward their own ideas and opinions.

My years in leadership, breadth of experience in research administration and ongoing volunteer activities within NCURA have all equipped me for this position. NCURA has been hugely beneficial to my professional development by opening a global network of expertise. Research administrators help each other, and I am excited about the prospect of taking on a new role that will allow me to share my knowledge and serve as a resource for my colleagues. If elected, I will work hard with the regional leadership team to further our regional goals and look forward to giving back!

Krista M. Roznovsky

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Professional Experience

Assistant Director, Sponsored Projects (March 2023-present)

Managing Senior Contract and Grant Officer (Sept. 2018-March 2023)

Contract and Grant Officer (May 2017-Sept. 2018)

Stanford University, Office of Sponsored Research, Stanford, CA

Negotiate and accept all types of incoming sponsored award agreements, both federal and non-federal, including data use and other zero-dollar agreements.

Review, approve and submit proposals to various sponsors.

Train and mentor new Contract and Grant Officers to achieving multiple levels of signature authority.

Assist in developing and presenting university-wide training sessions on various aspects of sponsored research at Stanford, including proposal and budget preparation.

Draft, negotiate and execute outgoing subaward agreements for all sponsor types.

Function as institutional signing official and sponsored research policy subject matter expert.

Represent Stanford University at regional and national research administration conferences.

Team Lead (May 2015-May 2017)

Stanford University, Engineering Research Administration, Stanford, CA

Supervised and mentored a team of five Research and Financial Administrators while maintaining a sponsored research portfolio. Addressed client concerns, responded to requests and resolved problems. Served as subject matter expert and liaison between faculty and various other groups, such as the Office of Sponsored Research, Financial Management Services and Travel & Reimbursement. Prepared and submitted budgets, proposals, and correspondence to various federal and private agencies. Set up new sponsored project accounts and maintained research funds by reviewing and approving expenditures, advising on spending, and overseeing compliance. Created effective forecasting tools for faculty and provided input on award spending and commitment activity. Participated in and contributed to process improvement projects and procedural changes.

Team Manager (July 2012-May 2015)

University of California San Francisco, Research Management Services, San Francisco, CA

Supervised, trained, and mentored a team of ten staff (eight Research Services Coordinators, two Associates) who prepared and submitted proposals and correspondence to various funding agencies, processed and accepted incoming awards, and initiated outgoing subcontracts. Solved problems, responded to client concerns and requests, managed change and implemented processes across RMS. Negotiated and resolved conflicts. Functioned as institutional signature authority and sponsored research policy expert. Reviewed and approved proposals and contract/award documentation.

Senior Proposal Administrator I-II/Proposal Administrator I-II (April 2004-June 2012)

Texas A&M University System (formerly Texas A&M Research Foundation) College Station, TX

Developed and submitted proposals and other sponsor-requested documentation for faculty and staff researchers. Prepared budgets and compliance documents in accordance with institutional and agency requirements. Organized and presented talks on proposal development, compliance processes and internal procedures. Assisted in writing administrative proposal components. Peer-reviewed proposals for accuracy prior to submission. Trained and mentored new staff. Supported a diverse group of clients across the institution, including the Qatar campus faculty.

Presentations and Workshops

“Bridging the Gap: How to Create a Proposal Budget That makes Award Administration a Snap.” Concurrent session, NCURA Region VI and VII Meeting. Maui, HI, October 2016 (co-presenter)

“Centralized Pre-award Support: The Good, the Bad, and Everything In-between.” Discussion group, NCURA Region VI and VII Meeting. Maui, HI, October 2016 (discussion group lead)

“How to Share the Sandbox: Effectively Determining Roles for Research Administrators and Other Departmental Staff.” Concurrent session, NCURA 59th Annual Meeting, Washington, D.C., August 2017 (co-presenter)

“Prior Approvals & Reporting Requirements: Happy Sponsor, Happy Life.” Concurrent session, NCURA 59th Annual Meeting, Washington, D.C., August 2017 (co-presenter)

“Bridging the Gap: How to Create a Proposal Budget That makes Award Administration a Snap.” Concurrent session, NCURA 60th Annual Meeting, Washington, D.C., August 2018 Concurrent session, NCURA 60th Annual Meeting, Washington, D.C., August 2018 (co-presenter)

“Compliance Concerns for the Contract Officer.” Concurrent session, NCURA Region VI and VII Meeting. Seattle, WA, October 2019 (lead presenter)

“Best Practices in Pre-Award: Case Studies, Lessons Learned and Forward-Thinking Strategies for Research Administrators.” Workshop, NCURA Region VI and VII Meeting. Seattle, WA, October 2019 (lead workshop faculty)

“The Future of Remote Work: Successful Leadership and Management.” Workshop, NCURA 63rd Annual Meeting. Virtual, August 2021 (workshop faculty)

Related Skills and Training

Software and electronic systems

Extremely proficient with Microsoft Office (Word, Excel, Power Point), Adobe Acrobat, Google Drive, Dropbox, and various electronic systems/online sponsor portals (Cayuse 424, Salesforce platforms, ProposalCENTRAL, Peoplesoft/Oracle, Grants.gov, Research.gov, eRA Commons, etc.)

Funding agency and contracting experience

In-depth knowledge of many U.S. government funders (particularly DHHS, NSF, Department of Defense and Department of Energy) as well as non-profit and other private funding agencies (including American Heart Association, Simons Foundation, Bill and Melinda Gates Foundation); well-versed in OMB Uniform Guidance and the Federal Demonstration Partnership; experience with GDPR regulations; familiar with FAR clauses and other government contracting language

Additional training

Stanford University Cardinal Curriculum research administration courses (Levels 1 & 2)
Graduate - Stanford University Manager Academy (2015)

Honors, Memberships and Other

National Council of University Research Administrators (NCURA) (Member, 2010 – present)

NCURA Region VI Awards & Recognition Committee (current Chair, appointed March 2023)

NCURA Region VI/VII Meeting Program Committee (Contracting track co-lead, 2022)

NCURA Region VI Secretary (2020)

NCURA Region VI Secretary-elect (2019)

NCURA Education Scholarship Fund Committee (Member, 2018)

Social Expertise Exchange Program, Eurasia Foundation (Participant, 2017)

Arizona State University Outstanding Graduate (2012)

Texas A&M Research Foundation Exceptional Performance Award (2007)

Education

B.A., Sociology, Texas A&M University

M.A., Criminal Justice, Arizona State University