

**Anastasia (Stacia) Rutherford**  
**California State Polytechnic University, Pomona**  
**Candidate Statement – Region VI Treasurer-elect**

I am a current member of the NCURA's DEI Committee, and it is my desire to be part of diversity, equity, and inclusion, in my personal and work life. Equality and Inclusive in all areas. I am 100% on board with our committee's vision, mission, and goals. Our goal is aligned with the overall goal of the Council which is to promote the development of research administration as a professional field while stimulating the personal growth of the members of the Council. The committee's goal is to empower members to participate, learn, lead, educate, celebrate, and advocate for growth and learning that reflects the universal and dynamic world we live in. How I apply diversity, equity and inclusion in my work and personal life is by living by example. Infusing DEI into our DNA at the workplace, personal life, and research administration. This would entail creating safe space for tough discussions, listening, learning, being open to understanding people of all cultures, backgrounds etc. I thrive and have a passion for equality for all people. I have over 30+ years' experience in research administration, finance, and accounting with extensive knowledge in managing multiple funding sources, including government contracts and subcontracts and clinical trial agreements. I served as treasurer for Toastmasters.

## **Anastasia Rutherford, MBA, CRA**

### **About**

Self-directed, results-driven individual with deep experience in researching, identifying, and developing potential funding sources/strategies to meet organizational goals and objectives. Track record of impeccable performance in managing grants from concept through approval, ensuring timely and accurate reporting. Superior leadership skills; capable of supervising, training, mentoring, coaching, and evaluating performance. Detail-oriented; adaptable to change and challenge. Strong financial aptitude demonstrated in all aspects of budget and forecast preparation, reconciliation, and all areas of financial performance with relation to contracts and grant administration. Collaborative working relationships with research scientists, principal investigators, division managers, project managers, research associates, biostatisticians, programmers, administrators, and others. Create and maintain institutional policies and procedures related to research and sponsored projects. Translates goals and policies into operational plans and procedures, participates in strategic planning and setting priorities. Serve as a liaison to faculty/professional development workshops and training programs related to funding sources, competitive proposal development and agreements. Make recommendations on how to improve the functioning and facilitate goal attainment. Negotiate contracts and ensure that proper contracts are established with collaborators and oversee invoicing from and payment to contractors.

Specialties: Federal, Industry, Foundation, State -- federal and private funding agencies grant administration from cradle to grave. Clinical Trial administration, domestic and international budget, and contract negotiation. Organizational development and change. Policy and SOP creation, mentoring, teaching/coaching, consulting.

### **Experience**

#### **Director, Office of Research Sponsored Programs**

California Polytechnic State University (CPP)

Dates Employed Jan 2022 – Present

Pomona, California

Oversee pre- and post-award activities and pre- award staff personnel for Office of Research Sponsored Programs. Develops and supports programs and activities that stimulate faculty and staff engagement in seeking external funding to support research and scholarship. Assist faculty and staff with proposal budget development and other administrative requirements of the proposals, interpretation of the sponsor guidelines, review, and negotiation of agreement terms, including business and Intellectual Property (IP) terms, preparation of sub-agreement documents, final submission of proposals, and post-awards management.

#### **Senior Grants and Contracts Administrator**

City of Hope

Dates Employed May 2018 – Dec 2021

Duarte, California

Dedicated Grants and Contracts Administrator with exemplary management skills and 20 years extensive experience in managing people and resources for multifaceted departments, including budget development, review, translation and oversight, contract negotiations, and financial regulatory administration. Manage a large portfolio comprised of federal, private, industry, and foundation funded grants.

- Oversee administrative and fiscal matters for > 300 clinical and research faculty with grants totaling over \$70M.
- Identify inefficiencies and work to streamline business processes where possible, including budget processes, budget templates, and workflows.
- Manage pre- and post-award activities related to extramural grants, contracts, and cooperative agreements for all basic, clinical, and translational research studies.
- Serve as the OSR clinical trials subject matter expert as related to federal grant requirements and progress reporting.

#### **Contracts and Grants Manager**

Helpline Youth Counseling

Dates Employed Apr 2017 – Apr 2018

Whittier, California

Recruited by this non-profit organization offering services to youth and their families to promote the development of strong individuals and families in the community to manage a large portfolio of county, state, and federal community service contracts.

- Managed a \$6M portfolio of contracts, achieving zero to insignificant audit findings.

### **Sr. Contracts and Grants Manager**

Kaiser Permanente

Dates Employed Nov 2007 – Dec 2016

Duarte, California

Managed a large portfolio consisting of clinical, non-clinical, and federal projects for one of America's leading health care providers and not-for-profit health plans. Supervised and collaborated with a staff of 20+ responsible for the administration of contracts and grants and financial analysis for all pre- and post-award activities. Interviewed, hired, trained, coached, mentored, and evaluated staff; tracked time and administered payroll.

- Played a key role in all aspects of coordinating, managing, reviewing, and negotiating grants, contracts/subcontracts, cooperative agreements, and clinical trials with federal, foundation, and industry funding agencies.
- Developed and implemented a proposal submission curriculum for employees that yielded \$65K+ in savings.

### **Other Professional Experience**

2014 Project Match Intern Teaching Los Angeles, California

Los Angeles Community College – Business Administration

### **Teaching Assistant, 2014-Present**

Collaborated in providing lectures in Management 31, Human Relations for Employees.

Designed presentations and hands-on activities enabling students to grasp traits that are necessary for good relationships with their fellow workers, subordinates, customers, and other business associates.

### **Professional Memberships**

NCURA: National Council of University Research Administrators (Current)

SRAI: Society of Research Administrators International

Notary Public

NIH: National Institute of Health, Office of Extramural Research

RAC: Research Administrators Committee

### **Education**

#### **Research Administrators Certification Council**

Study Research Administration - Degree: CRA

#### **Woodbury University**

Business Administration - Degree: Masters Business Administration

#### **California State University Los Angeles**

Business Administration/Marketing Management

Degree: Bachelor of Science

### **Licenses & Certifications**

#### **Certified Research Administrator**

Issuing authority: RACC

Accreditation: 2021 – present

#### **Volunteer Experience**

NCURA Region VI – DEI Member 2021- current

NCURA Region VI – Volunteer 2014-2016

NCURA Presenter – 2016, 2021, 2022

GTSF: Good Two Shoes Foundation 2017- current

US Vets 2017 – current