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# GAVYN M. CLASEMANN-RYAN

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## PROFESSIONAL EXPERIENCE

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### STANFORD UNIVERSITY – *Stanford, California*

March 2018 – Present

*Manager, Research Administration – Engineering Research Administration/School of Engineering*

- Lead a team of five research administrators who support the Mechanical Engineering department in the School of Engineering.
- Administer pre and post-award activities on a portfolio of contracts and grants for faculty in Mechanical Engineering from federal and industry sponsors including NASA, NSF, Dept. of Energy, and others.
- Prepare monthly forecast reports and review/approve financial transactions for my portfolio.
- Monitor workflow of team and adjust/respond to needs accordingly.
- Work with the director, assistant director, and other managers in the Engineering Research Administration (ERA) unit to set the strategic vision of ERA.
- Present, as necessary, at monthly ERA Connect training sessions.

### INDIANA UNIVERSITY – *Indianapolis, Indiana*

December 2012 – November 2017

*Associate Director, Research Administration – Administrative Services – School of Medicine*

- Led a team consisting of an assistant director, data analyst, and fiscal compliance manager.
- Developed both school-wide and research administration focused policies and procedures for pre- and post-award processes.
- Represented research administration – administrative services on committees both internal and external to administrative services.
- Served as fiscal officer on deans-level grant accounts.
- Oversight of the Indiana University and Indiana University Health Physicians practice plan salary recovery process, which generates approximately \$17 million annually to the departments and divisions with the School of Medicine.
- Led a project to convert an Excel database used to track and reconcile practice plan payments to contract & grant accounts into a more stable, robust web-based platform - anticipated beta rollout date scheduled for a date beyond my tenure in the position.

*Assistant Director, Research Administration – Administrative Services – School of Medicine*

- Directed the financial compliance program for the School of Medicine research mission, including practice plan salary recovery on grants, ensuring compliance with NIH NOT-OD-05-061 (NIH policy of guidelines for inclusion of clinical practice compensation in institutional base salary charged to NIH grants and contracts).
- Reduced practice plan salary invoice processing time by more than 50% through meeting with person responsible for processing invoices and identifying pain points that could be removed.
- Assisted with deans-level grant submissions and administered construction grant awards.
- Assisted in the establishment of rate setting for auxiliary/recharge units.
- Developed school-wide standard operating procedures for pre- and post-award research processes.
- Provided training Comptracker training to staff (practice plan salary recovery process Excel tool).

### IVY TECH COMMUNITY COLLEGE – CENTRAL INDIANA – *Indianapolis, Indiana*

April 2012 – November 2012

*Director, Central Indiana Grants Office*

- Conducted grants process training for faculty and staff.
- Researched, identified, and disseminated funding opportunities via SPIN, Grants.gov, Foundation Center.
- Assisted faculty and staff with all pre-award needs, including creating budget, formatting, routing, and packaging of proposal.
- Assisted faculty and staff with post-award needs, including preparing technical reports, final reports, and managing grant budget.
- Collaborated with Advancement to research and prioritize corporate and foundation funding opportunities.

### INDIANA UNIVERSITY – *Indianapolis, Indiana*

August 2008 – March 2012

*Pre/Post Award Research Coordinator – Center for Research and Scholarship - School of Nursing*

- Assisted School of Nursing faculty with all pre-award needs, including creating budget for proposal, formatting proposal for submission, routing proposal via COEUS, and packaging of proposal for grants.gov or other funding agency.

- Coordinated all post-award activity for principal investigators, including managing conflict of interest forms, grant budgets, booking travel, purchasing items for grant, hiring research assistants, and processing of reimbursement requests.
- Prepared research newsletter for fall and spring semester and maintained the Center for Research and Scholarship section of the School of Nursing website.
- Developed standard operating procedures for both pre- and post-award functions.
- Developed detailed post-award reference binder for the various post-award functions of the position.
- Redesigned the Center for Research and Scholarship's shared drive folder by streamlining folder naming conventions and procedures for saving files.

*Grant Consultant – Office of Research Administration*

- Reviewed proposals before submission to agency (including budget review and ensuring application package is in compliance with guidelines). Submitted proposals via Grants.gov, FastLane, NSPIRES, and HRSA EHB. Also familiar with proposalCENTRAL.
- Established accounts and budgets for new awards, as well as continuing awards.
- Managed post-award activity on awards (including approval of Indiana University system [FIS and EPIC] documents).
- Addressed departmental and agency questions (including, but not limited to, establishing eRA Commons ID's, providing additional information such as IRB/IACUC approvals, etc.).

**UNIVERSITY OF INDIANAPOLIS – Indianapolis, Indiana**

**May 2005 – August 2008**

*Coordinator of Pre-Award Services & Human Subjects Compliance*

- Assisted faculty on campus in search for grants and other funding opportunities for research.
- Assisted faculty and Director of Grants & Sponsored Programs in proposal preparation and submission.
- Assisted director with faculty training for proposal writing.
- Maintained Grants & Sponsored Programs and IRB websites.
- Managed budget and travel for Grants & Sponsored Programs.
- Assisted faculty and students with protocol submission and modifications and policy guidelines.
- Developed training materials and administered IRBManager training for faculty.
- Administered all campus surveys.
- Created grant tracking database in Access for Grants & Sponsored Programs.

*Administrative Assistant/Admissions Processing Coordinator*

- Updated student applicant file in recruitment plus database per decision of admissions counselors.
- Generated admissions letters in access database and performed mail merge for certificates of admission.
- Calculated college preparatory course grade point average and updated applicant file in Recruitment Plus.
- Entered/maintained data for students in Banner INB.

*Administrative Assistant/Communications Coordinator*

- Coordinated communications between the Office of Admissions and prospective students through answering the main phone line, replying to email requests for information and answering prospective student inquiries.
- Processed transcripts for freshman and transfer applicants in Recruitment Plus and Bilbo.
- Assisted Admissions Office Outreach and Visitation team with special event days.

**EDUCATION/CERTIFICATES**

Master of Arts, Philanthropic Studies Indiana University	<b>2011</b>
Bachelor of Liberal Studies, summa cum laude University of Indianapolis	<b>2007</b>
Certificate: A Primer on Subawards Under Federal Assistance Awards National Council of University Research Administrators (NCURA)	<b>2016</b>
Certificate: Intellectual Property National Council of University Research Administrators (NCURA)	<b>2017</b>
Certificate: A Primer on Clinical Trials National Council of University Research Administrators (NCURA)	<b>2017</b>

Certified Research Administrator (RACC)

**December 2011 – December 2021**