

Carrie Chesbro

EXPERIENCE

UNIVERSITY OF OREGON | Eugene, Oregon

Sponsored Projects Services

May 2018 – Present

February 2018 – May 2018 Interim

Associate Director, Post Award

- Lead all post award teams for Sponsored Projects Services (SPS), including post award administrators, financial team accountants, award set-up administrators, and student employees.
- Analyze and interpret regulations, policies and guidance applicable to sponsored projects. Translate regulations and policies into processes and procedures for SPS to ensure compliance and consistency.
- Responsible for updating and maintaining policies, procedures and processes for all aspects of post award administration to ensure consistency and compliance.
- Lead team for internal and external audits of SPS.
- Serve on the SPS management team, providing expertise in post award and financial compliance areas, procedure review and updates, and analysis of complex issues.
- Work closely with other research offices for integration of services, such as research compliance, technology transfer, animal care services, environmental health and safety.
- Represent SPS in the larger campus community, serving on committees and as lead contact for interactions with UO Business Affairs, Purchasing and Contracting Services, Graduate School, etc.

March 2015 – February 2018

Outreach & Training Manager

- Analyzed and interpreted regulations, policies and guidance applicable to sponsored projects. Translated regulations and policies into processes and procedures.
- Served on SPS management team, providing expertise in compliance, post award administration, and award set-up.
- Developed content and curriculum for Sponsored Projects training programs, created and maintained training schedules, and led SPS staff engaged in the development and presentation of training sessions.
- Led outreach efforts for SPS. Engaged with campus research community to assess educational needs related to sponsored projects. Pursued and maintained collaborations with other central offices.
- Led the SPS Award Set-Up team and student employees. Served as liaison with UO Research Compliance Services and Animal Welfare Services to ensure consistent coordination between our units.
- Supported post award administration in SPS, and provided direct post-award support to various high-profile and complex units on campus.

PO Box 11127
Eugene, Oregon
97440

406.565.0079
chesbroc@gmail.com

EXPERIENCE *(CONTINUED)*

July 2012 – March 2015

Sponsored Projects Administrator, Post Award

- Responsible for all aspects of post-award administration of sponsored projects; ensuring compliance with all applicable laws, regulations and policies, including OMB circulars.
- Reviewed new project files and communicate terms and conditions to departments. Prepared sponsor reports and invoices, reconcile project indexes and review key personnel effort.
- Addressed inquiries from principal investigators and departmental grant administrators regarding projects. Communicated with sponsors and subrecipients as necessary, including prior approval requests, project extensions and budget modifications.
- Compiled final invoices and financial reports for projects in my portfolio. Additionally compiled interim invoicing for non-standard or complex projects.
- Coordinated with other Research & Innovation offices, as well as other central administration offices on campus, to ensure proper handling of all aspects of sponsored activities (human subjects, conflicts of interest, animal subjects, academic policies, etc.).

October 2011 – July 2012

CHESBRO GROUP, LLC | Butte, Montana

Office Manager & Associate Economist

- Responsible for small business accounting, including accounts payable and receivable, invoicing, payroll and tax reporting.
- Assisted with data preparation and analysis for statistical/econometric analysis of large data sets.
- Managed daily operations of office.

September 2008 – October 2011

MONTANA TECH of the University of Montana | Butte, Montana

Office of Sponsored Programs | Montana Bureau of Mines & Geology

Sponsored Projects Accounting Associate

- Served as central post award administrator for all campus units and researchers at Office of Sponsored Programs (OSP), and as pre and post award departmental administrator for the Montana Bureau of Mines & Geology (MBMG).
- Assisted investigators and managers with budget preparation, maintenance, projections and reporting for sponsored and non-sponsored funds.
- Processed accounts payable for the MBMG and the OSP in accordance with state policies, award documents and OMB circulars.
- Coordinated year-end and project-end activities for the MBMG, and assisted other units with project closeout for OSP.
- Interacted with auditors for annual audit and site reviews.

EXPERIENCE *(CONTINUED)*

December 2000 – August 2008

TEXAS A&M UNIVERSITY | College Station, Texas

Texas A&M Forest Service

Business Administrator

- Administered all funds, including contracts and grants, for the Resource Development division of the Texas A&M Forest Service (TFS).
- As pre-award departmental administrator, reviewed funding guidelines, collaborated with investigators to construct budgets and budget justifications for proposals, and reviewed proposal narratives and other documents to ensure compliance with submission guidelines.
- Provided post award departmental administration support. Ensured proper cost allocations for all funding sources and including compliance with applicable regulations and policies, including OMB circulars. Compiled financial reports and coordinated submission of technical reports per award terms and conditions.
- Facilitated contracts on behalf of division staff with the central business office and outside entities for timber sale agreements, leasing, purchasing and other agreements.
- Supported Associate Director and agency executive committee with division expertise and regulatory knowledge, interacted with state auditors and sponsors during site reviews and meetings, and provided assistance as needed during TAMU System budget hearings and agency F&A proposals.
- Responsible for annual budget preparation and submission for division. Division budget consisted of federal grants and contracts, state appropriations and locally generated funds.
- Managed daily budget activities for Associate Director and Department Heads. Compiled monthly and ad hoc reports and analyses, and assisted with compilation of data for state and federal reporting.
- Researched federal, state and system policies in order to develop and present training sessions for division staff on fiscal procedures and general grant requirements and restrictions.
- Reviewed and approved expense vouchers to ensure adherence to policies and funding requirements. Oversaw payment document entry for division personnel. Planned division purchases, in particular non-routine items, capital equipment and contracted services.
- Served as liaison between division personnel and agency business office in all areas, including budgeting, special projects, accounts payable and receivable, human resources and payroll.
- Coordinated fiscal activities of twenty field office accountants, supervised a full-time Office Associate and student employees.

Carrie Chesbro

EDUCATION

UNIVERSITY OF MONTANA | Missoula, Montana

Bachelor of Arts, Economics

- Graduated May 1998, with Honors
- Dean's List for Academic Excellence

SKILLS & TRAINING

- Microsoft Products including Word, Excel, PowerPoint and Outlook
- Accounting software including BANNER Finance, QuickBooks and FAMIS
- University of Oregon proposal and grant administration databases
- Basic user of Articulate Storyline eLearning module software
- Participate regularly in webinars provided by COGR, NCURA, SRA, etc.
- University of Oregon Institutional Animal Care and Use Committee Training, 2017
- Supervision for Potential Supervisors, University of Oregon training, 2014
- Crucial Conversations, University of Oregon Training, Completed 2014
- Primer on Clinical Trials, National Council of University Research Administrators Training, Completed 2014

AFFILIATIONS & ACHIEVEMENTS

- National Council of University Research Administrators (NCURA)
 - Member, 2014 – current
 - Changing Federal Landscape Policy Committee, 2017-current
- University of Oregon Environmental Issues Committee
 - Member, 2017 - 2019
- Texas State Agency Council
 - Texas A&M Forest Service Representative 2006-2008
- Texas A&M Forest Service Employee Advisory Council
 - Chair, 2007-2008
 - Member, 2006-2008
- Director's Award for Professional Support Staff, Texas A&M Forest Service
 - Award Recipient, 2003

NATIONAL OUTREACH EXPERIENCE

- National Council of University Research Administrators (NCURA)
 - Annual Meeting Workshop and Session Presenter, 2016-2019
 - Financial Research Administration Conference Workshop and Session Presenter, 2015-2017
 - Pre-Award Research Administration Conference Presenter, 2016
 - Region VI & VII Regional Conference Presenter, 2016-2017
 - Columnist for NCURA Magazine, 2018-present
- Society of Research Administrators (SRA)
 - Traveling Workshop Presenter, 2018