

Kari Vandergust, CPRA

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PROFESSIONAL COMPETENCIES

Organized, customer service focused, professional, excellent attention to detail, proactive, quick learner, remain calm under pressure, knowledge of Uniform Guidance including cost principles

EXPERIENCE

University of Oregon, Eugene, Oregon

Sponsored Projects Administrator – Award Set Up, Sponsored Projects Services, June 2017 – present

- Review and analyze all grant and contract award documents received for key award set up details and special terms and conditions, calling attention to unusual terms for post-award administrators.
- Distribute award notices to faculty and staff within 24-hours of receipt in Award Set Up.
- Evaluate compliance areas (e.g. IRB, IACUC, FCOI, etc.) applicable to each award to ensure compliance with regulations. Continuously monitor compliance areas and follow up with faculty and staff to ensure all protocols and declarations are current and approved prior to award set up.
- Process all variety of award actions in Banner, including assigning grant numbers, creating associated funds and indexes, entering award budgets, and processing budget and transaction journal vouchers as needed.
- Effectively communicate Award Set Up policies, procedures and regulations to faculty and staff.
- Collaborate with SPS staff as needed to ensure consistency and accuracy in processing and to problem solve as a team.
- Proactively seek professional development opportunities related to my position, including Human Subjects regulations and processing, IACUC Member training, and science communication training.
- Create and maintain procedure documents for job duties.
- Act as lead trainer for a variety of workshops offered by SPS, including Introduction to Sponsored Projects Services, Electronic Proposal Clearance System (Basic and Advanced), Submitting a Compliant Proposal, Cost Sharing, Subaward Processing & Monitoring, and Advanced Budgeting.
- Supervise two student workers with a focus of maintaining accuracy in the performance of administrative duties.

Sponsored Projects Administrator – Pre-Award, Sponsored Projects Services, August 2010 - June 2017

- Reviewed proposals from federal, state and private sponsors for compliance with University policy and procedure, and federal and sponsor guidelines and regulations. Provided feedback to faculty and staff on necessary adjustments and monitored progress through proposal submission.
- Assisted faculty and staff with budget development, EPCS record completion, and application form completion, as needed.
- Acted as a Signing Official for the UO to submit proposals to federal, state and private sponsors, and to complete certifications and assurances on behalf of the University.
- Created and implemented new procedures as needed to help streamline processes, including updating procedures for tracking PI Status Approvals. Trained end users on new procedures.
- Worked as a team with fellow pre-award administrators and post-award administrators to problem solve and ensure consistency in messaging to the research community.
- Proactively met with principal investigators and department grant administrators on campus to answer questions, provide guidance, and work through difficult situations.

- Coordinated with other departments on campus, such as the University of Oregon Foundation, Research Compliance Services and Innovation Partnership Services, as proposal issues arose.
- Actively pursued professional development opportunities to stay up to date on research administration rules and regulations and grow soft skills, such as Crucial Conversations.
- Acted as lead trainer for on-campus workshops, including the Introduction to Sponsored Projects Services, Electronic Proposal Clearance System (Basic and Advanced), Cost Sharing, Subrecipient Processing and Monitoring, Submitting a Compliant Proposal, Completing a GAP, Advanced Budgeting, and Effort.

Research Services Coordinator, Office of Research Services and Administration, January 2007 - August 2010

- Coordinated the processing of over 500 grants and contracts per year from federal, state and private sponsors.
- Assisted faculty, graduate students, and staff with navigation of the Electronic Proposal Clearance System (EPCS) by leading formal workshops and informal one-on-one training sessions.
- Utilized expert knowledge as the university's Certified COS Liaison to develop and implement workshops on COS for faculty, staff, and graduate students to help facilitate the search for funding opportunities.
- Created, reviewed, analyzed and disseminated weekly, monthly, quarterly and annual reports on proposal submission and award receipt data, including contributions to weekly American Recovery and Reinvestment Act reporting.
- Communicated university and federal policy and procedures to faculty, staff and graduate students as needed in order to facilitate proposal submission.
- Effectively communicated ORSA's office organization and work flow to coworkers and outside faculty and staff to encourage efficiency in processing.
- Supervised multiple student workers with a focus of maintaining accuracy in their performance of administrative duties.

Graduate Secretary, Geological Sciences, July 2005 – January 2007

- Reviewed over 100 graduate admissions applications as received and followed up with applicants to ensure compliance with university and departmental policy.
- Analyzed graduate students' academic records to ensure completion of graduation requirements.
- Managed all administrative aspects of graduate study including preparation of GTF contracts, facilitation of advancement to candidacy process, and assisting graduate students in the completion of advanced degree documents.
- Created and maintained an organizational system for filing student records.

EDUCATION

B.S. in Psychology and Anthropology, University of Oregon, Eugene, OR June 2005

AWARDS/CERTIFICATIONS

Certified Pre-Award Research Administrator (CPRA), April 2015

Outstanding Service Award 2015, Office for Research and Innovation

Honorable Mention 2013, Research, Innovation and Graduation Education (RIGE) Excellence Awards

MEMBERSHIPS

National Council of University Research Administrators, 2015-present