

Brigidann L Cooper MBA
Lundquist Institute for Biomedical Innovation at Harbor-UCLA Medical Center
Candidate Statement – Region VI Secretary-elect

I've had an interest for some time to participate as an officer for my Region, before I committed I was working to gain valuable knowledge and experience in the industry and this Council, however my time is now. I have gained significant experience through NCURA since my start as a Research Administrator when I volunteered to help with database management and evaluation collection and review at regional conferences. I have since attended several conferences and workshops and presented at a FRA/PRA and Regional Meetings. I also have published an article in the NCURA magazine, which focuses on small wins through challenging times. I grew significantly within the LEADMe program under the tutelage of its former director, Derick Jones, starting as a mentee, mentor-in-training, and mentor / program administrator while honing my talents as an RA with both central and department administrative experience with now approximately 9 years in the industry. My career and life experiences to date have prepared me for this opportunity.

My life as a multi-cultural human being, born and raised in Los Angeles CA, has been a life journey of diversity, equity, and inclusion and I continue to be passionate about equality within all aspects especially in the professional realm. During the beginning of the pandemic, I obtained a certificate from the University of Southern Florida in DEI and I currently serve on the newly created Region VI DEI Committee where I feel confident we will continue to bring attention to equity within the RA industry. I have attended all of National's offerings on DEI the past few months, they have been enlightening and I look forward to the upcoming content. If chosen as a Regional Officer, I will continue to commit my daily service to DEI not only in my career but also in my duties as Secretary-elect.

My professional experiences align with the duties of the Secretary-elect in many ways. To start, as the former program administrator for the LEADMe program I created and maintained membership database and presentation information, I managed the program calendar, I assisted in the procurement and management of the presenters and I managed participant and presenter communications. As a current member of the Region VI DEI committee, I am responsible for the management of the meeting minutes and distribution, I assist in facilitating regional communications, and I contribute to the breadth of committee offerings at future Regional and Annual conferences. I've volunteered, participated and presented at Regional Meetings and FRA/PRA's where I gained knowledge of what goes in to securing Keynote speakers, presenters, and panelists, as well as, the operations regarding logistics of securing venues, conference rooms, and reservations at event spaces. I volunteered as a Help Desk representative during the virtual Regional conference in 2021, where I assisted in trouble shooting and document upload management. Due to my active NCURA participation and my organization and communication skills, I have been called upon to assist in various NCURA virtual webinars and live events. I plan to continue to translate those skills in to the Secretary-elect position where I can further grow within the NCURA ranks demonstrating to others that have taken my path that they can achieve whatever they desire through volunteerism combined with the hard work and dedication.

Brigidann L. Cooper
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EMPLOYMENT HISTORY

LUNDQUIST INSTITUTE FOR BIOMEDICAL INNOVATION AT HARBOR-UCLA MEDICAL CENTER 04/2017 – Present

Formerly LA BIOMED

*Project Coordinator, The Institute for Translational Genomics and Population Sciences
Torrance, CA www.lundquist.org*

- Assist with submission of proposals, pre and post award monitoring
- Assist with financial monitoring and projections for research awards
- Assist with administrative oversight and compliance
- Collaborate with faculty to review concerns and associated risks, create plans on how to mitigate
- Develop and manage research budgets (Federal, foundation, industry, PHS agencies)
- Liaison with the departments and sponsors to acquire necessary approvals
- Coordinate timely submission of Progress/Annual/Final Reporting
- Assist with domestic and foreign subrecipient monitoring
- Accustomed with both the processes of onboarding and the relinquishing of all levels of Investigators
- Support faculty with administrative and clerical duties: travel, expenses, reimbursements
- Manage Investigator publications (UCLA Library, eScholarship, Web of Knowledge, PubMed Central, MyNCBI, Research Gate)
- Assist with the departmental implementation of Clinical Trial Management System
- Assist with infrastructure: freezers, desk space, equipment purchase and maintenance
- Assisted in the creation of, and participate in, an internal Core to assist Investigators outside of my Institute for successful proposal submission and award management, including infrastructure support

UNIVERSITY OF SOUTHERN CALIFORNIA

05/2014 – 02/2017

*Contracts and Grants Administrator II, Department of Contracts and Grants
Marina del Rey, CA <https://research.usc.edu/dcg-main-page/>*

- Assisted the Information Sciences Institute and the Institute for Creative Technologies
- Educated on the OMB A-81 Uniform Guidance (2 CFR 200), Federal Acquisition Regulations (FARs) and Defense FARs
- Assisted with PHS agencies and understand their unique requirements
- Understanding of HSR protocols, IRB, and IACUC procedures
- Analyzed proposals for adherence to sponsor guidelines, University policy and research compliance
- Managed and populated research databases
- Accepted/Executed contracts and grants from Federal sponsors within delegated authority limits
- Gained familiarity with reviewing and drafting standard non-disclosure agreements
- Secured proper approvals for non-standard research terms and confirmed all regulatory approvals were met prior to award execution
- Managed a multi-million dollar portfolio, managing 20+ active Federal and nonprofit awards
- Reviewed, analyzed, and negotiated award terms and conditions for Federal contracts/subcontracts, nonprofit/foundation grants, cooperative agreements, fee-for-service contracts
- Traveled approximately 20% for workshops, seminars, and conferences

UNIVERSITY OF SAN FRANCISCO

08/2012 – 05/2014

*Confidential Program Coordinator, MA in Sport Management Program
Orange, CA <https://www.usfca.edu/arts-sciences/graduate-programs/sport-management>*

- Maintained confidential databases (students, faculty, vendors, contractors, publications)

- Managed all aspects of student employment including continued training and career advice
- Assisted with career development and placement opportunities for current students and alumni
- Populated and maintained program's web content and social media (LinkedIn, Facebook, Twitter)
- Responsible for the implementation of annual marketing and communication plans
- Gathered materials and testimonies to populate and publish the bi-annual newsletter
- Assisted with student recruitment, admissions, retention and graduation process
- Created and updated tracking reports (75-85 students, recruitment, career development)
- Negotiated contracts for corporate lodging, advertising, and promotional materials
- Responsible for maintaining ongoing vendor relationships and securing potential vendors
- Event Planning: Socials/networking, graduation activities, training, conferences, presentations
- Traveled approximately 25% for graduation, team meetings, recruitment, continuing education

MOUNT SAINT MARY'S UNIVERSITY

05/2005 – 08/2012

*Program Coordinator; Humanities (Grad), Music (UG), Religious Studies (UG & Grad) Departments
Los Angeles, CA <https://www.msmu.edu/>*

- Recruited and assisted 50+ students through admissions and matriculation to graduation
- Assisted with the management of the IHEP/Walmart Grant for Minority Serving Institutions
- Worked with the Provost Office on faculty contracts and consequent onboarding and training
- Advised 25+ undergraduate and 40+ graduate students with curriculum and career development
- Planned exhibitor space and staffing for the annual, national, Religious Education Congress
- Provided support for professional and scholarly activities for 10-15 faculty members
- Assisted in writing, reviewing, critiquing and submitting faculty grant proposals
- Gained extensive knowledge of how to assist with the navigation of matriculation agreements, college catalogs, forms, policies, procedures, and current technologies
- Assisted with updating copy for department's portion of course catalog
- Traveled 15% for recruitment, congresses, conferences, and continuing education

National Council of University Research Administrators (NCURA); Graduate, NCURA LEADMe Class of 2017, Mentee Class of 2018, Mentor, Administrative Assistant Class of 2019, 2020.

A Changed Mindset on Celebrating Successes. *NCURA Magazine*. March/April 2021, Volume 53, No. 2. p5-6.
 NCURA Financial Research Administration Meeting; Las Vegas, Nevada. Smooth Transitions: A Guide to Welcoming a Transfer PI. March 2019.
 NCURA Region VI Regional Meeting; Billings Montana. Clear as the Big Sky: An Exploration in to Emotional Intelligence. October 2018.

Federal Publications Seminars FAR Workshop, Certificate of Completion	09/2016
Federal Publications Seminars DFAR Workshop, Certificate of Completion	09/2016
USC Cardinal and Gold Curriculum, Certificate of Research Administration	08/2014

EDUCATION

Mount Saint Mary's University <i>Los Angeles, CA</i> <i>Master of Business Administration, Organizational Leadership</i>	12/2011
Mount Saint Mary's University <i>Los Angeles, CA</i> <i>Bachelor of Science in Business Administration, Marketing</i>	05/2010