

Kari Vandergust
Stanford University
Candidate Statement – Region VI At-Large RAC Member

I am excited to nominate myself for the open Regional Advisory Committee member position. Professionally, I have worked in research administration for 15 years at both state and private institutions of higher education. I previously served as the Secretary-elect for NCURA Region IV in 2020 and the Secretary in 2021. I have also been regularly attending and presenting at NCURA regional and national conferences and meetings for the past seven years. Before the pandemic, I worked entirely in person, but I am now a full-time remote employee. I am constantly seeking to learn and improve as well, whether that be attending the NCURA DEI webinars, internal DEI training at my institution, internal research administration seminars at my institution, external sponsor webinars on research administration, etc. I also firmly believe that everybody deserves to be heard and am committed to fostering an environment where all are welcome to participate. I believe my background has provided a range of experiences in the field of research administration and my previous experience with the NCURA organization will help me to be a valuable member of the RAC.

Kari Vandergust, CPRA, CRA

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EXPERIENCE

Stanford University, Stanford, California

Contract and Grant Associate, Office of Sponsored Research Pre Award, May 2021 – present

- Review proposals for compliance with University policy and sponsor guidelines. Provide timely feedback to faculty and staff on proposal review. Provide institutional approval and submit proposals under \$1 million to NSF.
- Conduct timely, comprehensive negotiation and acceptance of a subset of awards (University Research Awards, Intergovernmental Personnel Agreements, Joint Personnel Agreements).
- Draft, negotiate and execute a subset of outgoing subaward amendments.
- Review new entities added to Stanford's internal database of entities/sponsors to confirm existence and location of parent entity (if applicable) and perform visual compliance check to assess risk.
- Analyze and sort data from monthly report, draft and send notification letters to sponsors in compliance with Limitation of Funds and Limitation of Cost FAR clauses. Follow up with sponsors as needed.
- Assist with intake by responding to inquiries and creating transactions for incoming agreements/requests received in the Pre Award general email inbox in a timely manner.
- Assist with subaward intake by logging transactions as received and assigning them to the appropriate staff member.
- Support coworkers by covering intake, subaward intake, and CGA transactions (proposal review/submission, award negotiation, subaward amendments, etc.) when colleagues are out of the office or experiencing a spike in transactions.
- Act as co-presenter for internal seminars on proposal preparation.

University of Oregon, Eugene, Oregon

Sponsored Projects Administrator – Award Set Up, Sponsored Projects Services, June 2017 – May 2021

- Reviewed and analyzed all grant award, contract and subaward documents for key set up details and special terms and conditions, calling attention to non-standard terms for post-award staff.
- Evaluated applicable compliance areas (e.g., IRB, IACUC, FCOI, etc.) to ensure compliance with regulations. Followed up with faculty and staff to ensure protocols/declarations were approved and current prior to set up.
- Processed awards in Banner, including assigning grant numbers, creating associated funds and indexes, entering award budgets, and processing journal vouchers as needed.
- Collaborated with SPS staff to ensure consistency and accuracy in processing and to problem solve as a team, including partnering with Research Contracts on questions of contract terms.
- Proactively sought professional development opportunities, including Human Subjects regulations, IACUC Member training, and science communication training.
- Created and maintained procedure documents for job duties.
- Act as lead trainer for on-campus research administration workshops.

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 federal and sponsor guidelines and regulations. Provided feedback to faculty and staff on necessary adjustments and continuously monitored progress through proposal submission.
- Assisted faculty and staff with budget development, Electronic Proposal Clearance System (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. Trained end users on all new procedures.
- Proactively met with faculty and staff on campus to answer questions, provide guidance, and work through difficult situations.
- 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 research administration workshops.

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

- Managed the intake of over 500 sponsored project awards and contracts per year.
- Led formal workshops and informal one-on-one training sessions on EPCS.
- Served as the University's Certified COS Liaison. Developed and implemented 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.
- Effectively communicated ORSA's office organization and workflow to coworkers, faculty, and staff to encourage efficiency in processing.
- Supervised multiple student workers with a focus of maintaining accuracy in their 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

VOLUNTEERING

Secretary, Region VI, National Council of University Research Administrators (2021)

Secretary-Elect, Region VI, National Council of University Research Administrators (2020)

MEMBERSHIPS

National Council of University Research Administrators, 2015-present