

Carrie Chesbro
Stanford University
Candidate Statement – Region VI Chair-elect

My career as a research administrator has been challenging, exciting, and full of opportunities to gain experience and grow. Much of this comes from the teams and institutions I have been honored to be part of, but just as much, it comes from the time spent with my NCURA family. NCURA has allowed me to be a leader, an educator, a writer, and a scholar. The next opportunity I would like to pursue is the Chair Elect for Region VI. I would like to serve the membership this capacity; learning more about NCURA and the ways we support the profession and each other. I have gained so much through my membership and want to ensure that these opportunities continue and expand for the Region's members.

Currently, I serve as the Region VI Secretary, and through this position I have learned about the hierarchy of regional and national leadership and the various committees. I am eager to continue to support the region as a member of the board. I have also served on regional committees and program committees for regional and national conferences. Working to develop research administration talent is particularly important to me, and to this end, I have collaborated to provide dozens of presentations and workshops at conferences over the years and along with a cohort of training experts, published articles about best practices in training programs.

The community and support of our membership is of the utmost importance to me. We learn from each other through our varied experiences, knowledge, and perspectives, and need to do all we can to ensure that our differences are welcomed, shared, and respected for the benefit of all. I look forward to acting with the Diversity, Equity, and Inclusion Committee to celebrate all our members and generate lasting change for our profession and our community.

Carrie Chesbro

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EDUCATION

UNIVERSITY OF MONTANA, Missoula, Montana
Bachelor of Arts, Economics

CERTIFICATIONS

Certified Research Administrator, Research Administrators Certification Council

NATIONAL COUNCIL OF UNIVERSITY OF RESEARCH ADMINISTRATORS EXPERIENCE

Member, 2014 to present

Leadership

- Region VI Secretary, 2022
- Region VI Education & Professional Development Committee Member, 2021-Present
- Region VI Communications & Marketing Committee Member, 2021-Present

Educational

- Conference workshop and session presenter, 2015-present
- Columnist for NCURA Magazine, 2018-2021
- Served on program committees for various conferences, 2017-2022

RESEARCH ADMINISTRATION WORK EXPERIENCE

STANFORD UNIVERSITY | Redwood City, California

Office of Sponsored Research

Assistant Director, Subawards & Subrecipient Monitoring

February 2021 - Present

- Lead compliance oversight for outgoing subawards and subrecipient monitoring program for sponsored projects.
- Interact with auditors during routine and ad hoc audits regarding our monitoring program and compliance with applicable regulations, policies, and procedures.
- Provide guidance to OSR team and campus research community in subawards and subrecipient monitoring; engage with peers through the Federal Demonstration Partnership, National Council of University Research Administrators, and others to determine best practices, stay current on industry trends, and provide support.

UNIVERSITY OF OREGON | Eugene, Oregon

Sponsored Projects Services

Associate Director, Post Award

May 2018 - January 2021

February 2018 - May 2018 Interim

- Led all post award teams for Sponsored Projects Services (SPS), including Post Award Administration, Finance Team, Award Set-up Team, and student employees. Responsible for financial compliance, cash operations, and reporting.
- Analyzed and interpreted regulations, policies, and guidance applicable to sponsored projects. Translated regulations and policies into processes and procedures for SPS to ensure compliance and consistency. Created, updated, and maintained policies, procedures, and processes for all aspects of post award administration to ensure consistency and compliance.
- Led team for internal and external audits of SPS.

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Outreach & Training Manager

March 2015 – February 2018

- 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. Led Award Set-Up Team.
- 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.

Sponsored Projects Administrator, Post Award

July 2012 – March 2015

- Responsible for all aspects of post-award administration of sponsored projects; ensuring compliance with all applicable laws, regulations, and policies, including OMB circulars.
- 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.

MONTANA TECHNOLOGICAL UNIVERSITY | Butte, Montana

Office of Sponsored Programs | Montana Bureau of Mines & Geology

Sponsored Projects Accounting Associate

September 2008 – October 2011

- 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.

TEXAS A&M UNIVERSITY | College Station, Texas

Texas A&M Forest Service

Business Administrator

December 2000 – August 2008

- 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 financial matter expertise and regulatory knowledge; interacted with state auditors and sponsors during site reviews and meetings.
- Provided pre and post award departmental administration support.
- Prepared, monitored, and managed budgets for Associate Director and Department Heads. Compiled monthly and ad hoc reports and analyses.