

LISA WOTTRICH, CRA

QUALIFICATIONS

Comprehensive knowledge of federal, state, sponsor policies and regulations pertaining to grant and contract funding; experienced in assessing contracts and award agreements for acceptable terms, conditions and risk. Skilled in working with external auditors and responding to audit inquiries.

Demonstrated excellent business and documentation writing skills.

Comfortable working with a diverse population, including academic, industry, community and international collaborators. Adept at working across organizational levels and divisions, including engagement with senior management.

PROFESSIONAL EXPERIENCE

2014 – Present SRI International Menlo Park, CA

Contracts & Subcontracts – Manager, Contracts – January 2017 -Present

Subcontracts & Purchasing – Senior Subcontracts Administrator – April 2014 – January 2017

Provide oversight of a group of contracts and procurement professionals whose primary role is to manage SRI's federally-funded awards and subagreements issued in support of such awards. Coordinate assignment of work for contracts professionals within the group managed. Monitor staff performance and provide coaching or feedback as necessary to assist in staff development and ensure maximum effectiveness of the grant/subaward administration function. Serve as primary point of contact with key internal SRI customer groups on matters related to federal and state regulations governing grants and subawards. Support SRI-wide compliance with applicable federal and state regulations governing grants and subawards through development of procedures, work instructions, and training. As a working manager, maintain and manage a portfolio of grants/contracts/subawards/subcontracts. Support bid and proposal activity to include preparing Requests for Proposals (RFPs) in accordance with Federal Acquisition Regulation/Defense Federal Acquisition Regulation Supplement and/or other clients' requirements.

2008 – 2014 Boise State University Boise, Idaho

Office of Sponsored Programs – Assistant Director – October 2012 – March 2014

Office of Sponsored Programs – Contract Administrator – March 2009 – October 2012

Office of Sponsored Programs – Senior Research Administrator – January 2008 – March 2009

Assisted the executive director with decision-making and policy development related to administration and management of sponsored program activities. Evaluated current research administration business practices and assists in expanding and enhancing research support services provided to university faculty and staff. Assisted the executive director with change management and on-going team-building and support. Acted as the contracting officer for the OSP; reviewed sponsored project awards, assumes oversight of negotiations, processes awards and established subrecipient agreements.

2001 – 2008 University of California, Davis Davis, California

School of Education – Compliance Officer - Contracts & Grants – December 2006 – January 2008

School of Education – Administrative Analyst – June 2002 –December 2006

School of Education - Administrative Assistant, Business Office – August 2001 – May 2002

Primary responsibility was Sponsored Projects and Contracts Administration. Provided independent coordination of all aspects of sponsored project proposal submission and awards, including budget development, sponsor and regulatory compliance, drafting letters of commitment, tracking, working directly with and providing reporting to faculty and administration, post award monitoring and account management, award modification requests, and closeout. Maintained expertise in the use of and improvements in electronic research administration. Coordinated and prepared requests for business contracts. Served as primary liaison with the Office of Research, Extramural Accounting and Business Contracts Office.

1994 – 2001 Valley Media, Inc. Woodland, California

Sales and Credit experience – June 1994 – April 2001

EDUCATION & AFFILIATIONS

Paralegal Studies Certificate - Boise State University	2011
Master of Business Administration – Ellis College, New York Institute of Technology	2008
Bachelor of Arts, English - University of California, Davis	1994
National Council of University Research Administrators - Member 2012-2013 Secretary/Treasurer for Region VII – Rocky Mountain States	2004 - Present
Certified Research Administrator – Research Administrators Certification Council	Renewed 2016
National Contract Management Association - Member	2015 - Present
SRI Organon Toastmasters - Member Offices held: Club President, Secretary, Vice Pres. – Membership, Vice Pres. – PR	2015 - Present
Boise Bully Breed Rescue – Board Member	2012 –2016
Helping Idaho Dogs, Inc – Board Member	2013

ADDITIONAL RELEVANT EXPERIENCE

Teaching/Training

- Regular attendee of and co-presenter at NCURA Regional Meetings; presentations include:
 - Subaward and Subrecipient Monitoring workshop co-presenter
 - Contracts with the FAR – co-presenter
 - Culture of Compliance – co-presenter
 - Negotiating Subawards and Subcontracts – co-presenter
- Co-developed internal Subcontracts/Contracts peer-to-peer training program

NCURA Leadership

- Nominations and Elections Committee Chair, Region VI, 2018
- Program Committee, Regional Meeting (VI/VII), 2012-2018
- Regional Meeting (VI/VII) Logistics Coordinator, 2014-2019
- Program Committee/Track Leader, NCURA PRA/FRA 2017 and 2018
- Region VII Secretary/Treasurer, 2012-2013
- Region VII Volunteer Coordinator, 2011-2012