

**Lisa Wottrich**  
**SRI International**  
**Candidate Statement – Region VI National Board Member**

I submit my candidacy for the office of National Board of Directors Member for Region VI. My commitment to participating in NCURA at the regional level over the last decade or so as a member, active volunteer, and former officer provided me with extensive experience serving our regional membership and engaging with other regions on behalf of Region VI. I feel the next logical step is to offer my service as a representative from our region to the National Board.

Part of my continued interest in serving the region stems from the commitment of the organization to be inclusive and to support colleagues from all backgrounds. I serve on the current Regional DEI ad hoc committee; our goal is to make DEI considerations a part of every regional activity, to make inclusivity and celebrating our similarities and differences a standard in our operations and our outreach. I would be thrilled to bring those regional aspirations to the National Board of Directors, as the governing body of NCURA, maintaining our voice in the direction of programs, committees, and publications, in consideration of its policies, and assessing how best to support its mission and goals.

Thank you for your consideration!

## LISA WOTTRICH, CRA

### QUALIFICATIONS

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Comprehensive knowledge of federal, state, and sponsor policies and regulations pertaining to grant and contract funding; experienced in assessing contract and award agreements for acceptable terms, conditions, and risk.

Experienced in applying contract and subcontract management knowledge to contribute to systems implementations and improvements.

Comfortable working with a diverse professional population, including researchers/faculty, government contracting personnel, auditors, community, students, and international collaborators.

### PROFESSIONAL EXPERIENCE

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#### **2014 – Present SRI International, Contracts Group Menlo Park, CA**

*Director, Contract Strategic Services – May 2022 - Present*

*Manager, Contracts – January 2017 – April 2022*

*Senior Subcontracts Administrator – April 2014 – January 2017*

Current Role Summary: Provide oversight of a group of 13 contract support staff and professionals whose primary role is supporting administrative compliance requirements for SRI's contracts, grants, subagreements and procurements issued in support of such awards.

Areas of oversight include:

- Contract/Award files and associated data setup and maintenance.
- Contracts deliverables and reporting compliance.
- Contracts and Subcontracts closeout.
- Subrecipient monitoring support.
- Consultant quotes and agreements.
- Small business plan support and reporting.
- External audit responses related to Contract records and general audit support.

Specific responsibilities include:

- Support SRI-wide compliance with applicable federal and state regulations governing grants and subawards through development of procedures, work instructions, and training.
- Collaborate with various SRI administrative groups and division staff to advise on system implementations and improvements related to contracts, subcontracts, and procurement requirements.
- Monitor staff performance and provide coaching to assist in development and encourage maximum effectiveness.
- Maintain a select individual contributor portfolio of agreements and providing support for proposal activities.

#### **2008 – 2014 Boise State University, Office of Sponsored Programs Boise, Idaho**

*Assistant Director – October 2012 – March 2014*

*Contract Administrator – March 2009 – October 2012*

*Senior Research Administrator – January 2008 – March 2009*

Last Role Summary: Provide assistance to the Executive Director in decision-making and policy development related to administration and management of sponsored program activities at the university; maintain primary responsibility for sponsored project grant and contract review, negotiations, award processing, and establishing and monitoring subagreements.

- Evaluate research administration business practices at the university and assist in expanding and enhancing research support services provided to university faculty and staff.
- Provide guidance to central administrative offices, faculty and administrative groups relative to regulatory and compliance issues associated with sponsored projects.
- Evaluate award documents to determine the university's ability to comply with the legally binding terms and conditions of the award.

- Consult with university counsel to interpret and negotiate terms and conditions of grants and contracts, particularly those involving intellectual property, non-disclosure agreements, confidentiality agreements, and material transfer agreements.
- Negotiate terms and conditions with subrecipients/subcontractors, protecting Boise State's interests and assessing risk of revising language.
- Assess requests for applications/proposals and communicate critical information to principal investigators; identify action items for compliance-related issues such as financial conflict of interest, export controls, human participants and animal subjects.
- Ensure proposal packages are complete, compliant and accurate; submit approved grant proposals.
- Provide orientation for new sponsored project principal investigators, project directors and administrative support staff on policies, forms, and procedures required for sponsored projects.

**2001 – 2008 University of California, Davis, School of Education Davis, California**

*Compliance Officer - Contracts & Grants – December 2006 – January 2008*

*Administrative Analyst – June 2002 –December 2006*

*Administrative Assistant, Business Office – August 2001 – May 2002*

Last Role Summary: Responsible for School all aspects of sponsored project sponsored projects and contracts administration.

- Maintain current knowledge of UC policies and procedures and government regulations for sponsored projects.
- Develop proposal budget and ensure proposal compliance with sponsor and regulatory requirements.
- Draft letters of commitment.
- Provide post award monitoring and account management.
- Work directly with and provide reporting to faculty and administration.
- Coordination effort reporting.
- Monitor cost share commitments.
- Serve as primary liaison with the Office of Research, Extramural Accounting and Business Contracts Office.

**1994 – 2001 Valley Media, Inc. Woodland, California**

*Sales, Customer Service and Credit experience – June 1994 – April 2001*

**EDUCATION & AFFILIATIONS**

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Diversity, Equity and Inclusion in the Workplace Certificate – University of South Florida	2021
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	2004 - Present
2012-2013 Secretary/Treasurer for Region VII – Rocky Mountain States	
2020-2021 Chair Elect/Chair, Region VI – Western States	
Certified Research Administrator – Research Administrators Certification Council Certification # 2006100894	Exp 2026

**Security Clearance:** Top Secret