

Cara Winnewisser
University of California, Santa Barbara
Candidate Statement – Region VI At-Large Regional Advisory Committee member

I would love the opportunity to further serve the Region VI membership by providing support and feedback for regional issues as a member of the Regional Advisory Committee. I have worked at the University of California, Santa Barbara, in research administration for 17 years and am currently the Chair of the Region VI Awards and Recognition Committee for the 2021 year. I have learned a lot in my current Chair position and would enjoy continuing to serve the Region in a new capacity.

I have been a member of NCURA for over 10 years and NCURA has been a constant resource. I was a member of the Electronic Research Administration Committee for many years, chairing the committee in 2015. I was a recipient of the Region VI Travel Award which was used to attend my first Regional Meeting in 2009, and have since been to one National Meeting and multiple Regional Meetings, volunteering in various capacities from working the registration desk to being a presenter.

I have a breadth of knowledge working with federal, state, and non-profit sponsors, and most recently industry sponsors. I worked in the Sponsored Projects Office for 14 years and have been an Industry Contracts Officer in our Technology & Industry Alliances Office the last three years. I hope that with my experience I can bring new ideas and be an asset to the Region!

Cara Winnewisser

Santa Barbara, Ca. 93111

805-893-2396 (work); 805-403-2325 (home/cell)

ceganwilliams@gmail.com

PROFESSIONAL EXPERIENCE

March 2018 to Present Industry Contracts Officer, UCSB, Santa Barbara, CA

Responsible for and possess delegated authority for the review, negotiation, and execution, administration, and close-out activities of sponsored research agreements from industry sponsors, including those agreements which are subcontracts under US Federal prime contracts. Possess delegated authority for review, negotiations and execution and administration of certain material transfer agreements (MTAs) and non-disclosure agreements (NDAs) with a focus on MTAs and NDAs with industry providers. Review and verify Federal Acquisition Regulations (FAR) clauses and/or any agency supplements to the FAR, as well as any other cited Federal regulatory requirements. Primary campus resource for interpretation of the Federal Acquisition Regulations (FAR). Liaison with Sponsored Projects Office and other central campus units and administering departments to foster strong relationships to support the cooperative and effective administration and management of industry-sponsored research agreements.

July 2012 to March 2018 Senior Sponsored Projects Officer, UCSB, Santa Barbara, CA

Possess autonomous authority, delegated by the Chancellor, for reviewing and endorsing on behalf of The Regents of the University of California, proposals for extramural support with dollar volumes up to \$5,000,000 annual total direct costs. Autonomous authority to negotiate and execute contracts and grants for extramural support, in dollar volumes up to \$5,000,000 in annual direct costs. Supervise one staff member and responsible for on-the-job training and establishing team performance goals. Electronic Research Administration Coordinator for the campus which includes monitoring Sponsor electronic systems, training of new systems, etc. Serve as Officer for the Institute for Collaborative Biotechnologies (ICB), a University Affiliated Research Center (UARC) funded by the Army Research Office with funding in excess of \$15,000,000 annually. Subcontracts Officer for ICB Applied Research (6.2) program, a competitive, collaborative research program that provides funding to industry proposers that collaborate with ICB researchers and researchers at the Army laboratories. Liaison with the Technology and Industry Alliances Office. Serve as primary campus resource for interpretation of the Federal Acquisition Regulations (FAR). Leads work groups to assist in business process improvements or systems development.

November 2005 to June 2012 Sponsored Projects Officer, UCSB, Santa Barbara, CA

Possess autonomous authority, for reviewing and endorsing on behalf of The Regents of the University of California, proposals for extramural support with dollar volumes up to \$2,000,000 annual total direct costs. This responsibility includes ensuring: 1) proposals adhere to University, federal, sponsor regulations; 2) commitments to provide University support, facilities and matching funds can be met; 3) the budget is realistic, includes full recovery of direct and indirect costs; 4) the scope of work is appropriate, reasonable; and 5) agency terms and conditions are acceptable to the University and its mission. Autonomous authority to negotiate and execute contracts and grants for extramural support, in dollar volumes up to \$2,000,000 in annual direct costs. Supervise one administrative staff member and responsible for establishing team performance goals. Electronic Research Administration Coordinator for the campus.

October 2004 to November 2005 Sponsored Projects Analyst, UCSB, Santa Barbara, CA

Responsible for ensuring timely receipt, analysis, and submission of proposals for extramurally funded projects. Perform initial review of all incoming awards. Responsible for executing all grant awards issued under the FDP. Advise Principal Investigator's and department liaisons on contract/grant terms and conditions. Lead Sponsored Projects Analyst weekly meetings to maintain the desk manual. Train department liaisons on an individual basis on various functions of proposal processing and award administration. Utilize various electronic systems for agency specific proposal processing.

March 2004 to October 2004 Graduate Program Assistant, UCSB, Santa Barbara, CA

Served as information officer and coordinator for graduate affairs. Prepared/maintained files of incoming and continuing graduate students. Advised students and faculty on all aspects of graduate affairs. Primary PPS preparer for graduate student employment and primary reviewer of undergraduate and faculty appointments. Coordinated quarterly schedule of classes. Maintained departmental quarterly statistical reports. Prepared/maintained confidential dossiers of students in the program seeking teaching positions at other institutions.

EDUCATION & MEMBERSHIPS

Bachelor of Arts, Communications and Women's Studies, University of California, Santa Barbara, 2002

Completed Sponsored Projects Training for Administrators in Research Program, UCSB, August 2005

Basic IP Clauses to Research Agreements, 11/29/05-11/30/05

Member of National Council of University Research Administrators (NCURA), January 2006 to Present

Business Officers Institute, May 21-24 2007

National Council of University Research Administrators Fundamentals March 2-7 2008

National Council of University Research Administrators Travel Award recipient, April 2009

Member of National Council of University Research Administrators Electronic Research Administration Neighborhood Committee, December 2009 to March 2018

Attended National Council of University Research Administrators National Meeting, 10/31/10-11/3/10

Nominated for the UCSB Staff Citation of Excellence Award, April 2012

Member of Professional Women's Association, December 2014 to 2019

Member of UCOP Subaward committee, February 2014 to 2016

Completed PWA Leadership Challenge, April 2014

Attended Federal Demonstration Partnership meeting, 5/12/13-5/14/13; 5/11/14-5/13/14

Intermediate IP Clauses to Research Agreements, September 2014

Professional Women's Association Co-Secretary, October 2014 to October 2015

NCURA eRA Committee Chair, January 2015 to December 2015

NCURA Regional Conference Presenter, October 5, 2015; October 2018

UCSB Co-Presenter "A Primer for Departmental Administrators – Understanding the FAR" May 4, 2016

Attended UCI MTA forum April 25, 2018

Member of National Contract Management Association (NCMA), June 2020 – Present

Chair of the NCURA Region VI Awards and Recognition Committee, January 2021 – December 2021