

## **Tam K. Tran, MPH, CRA**

tamkt@uci.edu

### **Work Experience:**

#### **2008-Present**

#### **Assistant Director, Sponsored Projects, Office of Research, UCI**

2016-Present Provide leadership and operations management of the industry clinical trial contracting unit.

2008-2015 Responsible for the management of pre/post award administration of sponsored projects and day to day supervision of 2 SP teams and the subaward team. Act as resource to provide ongoing guidance and assist staff in resolving complex issues. Manage the recruitment, hiring, and training of staff.

#### **February 2008-November 2008**

#### **Principal Subcontract Officer/ Principal Contract & Grant Officer**

#### **Office of Research Administration/ University of California, Irvine**

Provide subaward monitoring and sponsored projects administration services to faculty, staff, and sponsor representatives. Advise faculty and staff regarding subaward monitoring issues, interpret sponsor policies, and government regulations. Draft, negotiate, and execute subcontract agreements. Develop new processes and procedures to strengthen the subrecipient monitoring program. Supervising member of the subaward team. Manage recruitment of vacant positions. Train new staff. Responsible for the review and execution of contracts from industry sponsors, state and local governments.

#### **May 2006-February 2008**

#### **Senior Contract and Grant Officer**

#### **Office of Research Administration/ University of California, Irvine**

Same responsibilities as the Contract and Grant Officer and now includes working with non-profit and foundations in addition to federal agencies such as National Science Foundation, National Institute of Health, Provide advice and assistance to faculty and staff during the development of proposals. Conduct reviews and submission of proposals in accordance with federal/state regulations and University policy, sponsors' proposal instructions and policies. Provide support for submission of proposals to federal sponsors; Review, analyze, and negotiate award terms and conditions in compliance with federal/state regulations and University policies; Analyze, coordinate and approve requests for prior approval of post award actions. Prepare, negotiate, and execute outgoing subawards.

#### **August 2005- May 2006**

#### **Contract and Grant Officer**

#### **Office of Research Administration/ University of California, Irvine**

**Proposal Administration:** Provide advice and assistance (e.g. interpret federal/state regulations and University policy, sponsors' proposal instructions and policies) during the development of federal proposals; Provide guidance on the use of sponsor electronic research administration systems (e.g. Grants.gov; NSF Fastlane); Conduct proposal review for compliance with federal/state laws and regulations, UC policies and procedures, and sponsor policies; Identify areas of concern and provide recommendations prior to proposal endorsement; Identify and coordinate special UC approvals as required.

**Pre-award Administration/Award Negotiation and Acceptance:** Review requests for approval to spend (RAS) funds; Review, analyze, and negotiate award terms and conditions; Ensure that appropriate protocols are in place prior to acceptance of awards; Obtain necessary disclosure forms and ensure conflict of interest review has been conducted; Accept/execute awards.

**Post-award Administration:** Review/execute amendments; Analyze prior approval request (e.g. carryforward, no cost time extension); Act as liaison between the University and sponsors; Coordinate early termination or close out of awards.

#### **February 2004-August 2005**

#### **ORU Administrator/ Contracts & Grants Manager**

#### **Genetic Epidemiology Research Institute (GERI)**

#### **University of California, Irvine**

#### **ORU Administrator**

Coordinate/attend monthly GERI Executive Committee meetings, manage website, prepare quarterly newsletters, seek sponsorship for institute, maintain and update institute's membership, organize conferences (work with CME office, hotels), symposium, reception, and retreat, supervise administrative assistant.

#### **Contracts and Grants Manager**

Pre-award: (submitted approximately 75 contract and grant proposals) advise faculty members about sponsor or campus guidelines; coordinate the preparation and submittal of funding proposals by developing budgets for proposed projects based on anticipated personnel and operating costs, university C&G guidelines, and the requirements of the granting agency with Principal Investigator; Prepare agency and institutions' forms for SOM and ORA review; coordinate photocopying, packaging, and delivery of proposal to agency by deadline

Post-award: Prepare progress reports, request carry forward, coordinate/track payment of subcontract invoices.

**November 2002- 2004**

**Administrative Analyst**

**Epidemiology Division/ University of California, Irvine**

Pre-award Administration: Assist with the preparation of grant and contract proposals in compliance with university and agency policies and guidelines. Assembled proposal (grant application, appendices) such as program project grants, training grants, ROIs, modular grants, subcontracts, conference grants; prepare budgets; Interacts with Office of Research Administration, School of Medicine, Accounting office; Coordinate with staff from other departments to obtain information/letters of support.

Events Coordination: Organize Conferences (200+ attendees; seek and prepare proposals for funding); seminars.

### **Education:**

**Masters of Public Health (M.P.H.)**-Management/Administration

University of California, Los Angeles, School of Public Health

**Bachelors of Science (B.S.)**- Biology

University of California, Los Angeles

### **Certifications:**

UCI Division of Continuing Education Clinical Trials Medical Device and Development Certificate Program, 2019

RACC Certification in Research Administration, since 2013

Effective Supervision Program Certificate-2009

UCI's Research Administration Management Program (RAMP) Certificate- January 2004

### **Professional Memberships:**

*National Council of Research Administrator (NCURA)*, since 2009

2012 Region VI Meeting- presented Clinical Trial Agreements and Research Agreements-How They Differ

2014 National Meeting- conducted Basics of Contract Drafting and Negotiations Workshop

2015 PRA Meeting-presented Basics of contract Drafting and Negotiations Workshop

2016 National Meeting-presented Collaboration in Action: Improving Contracting Performance Across the University of California

2016 Region VI Meeting-presented Clinical Trial Contract Negotiations Workshop

### **Publication:**

NCURA Research Management Review, Volume 22, Number 1 (2017) Collaboration in Action: Measuring and Improving Contracting Performance in the University of California Contracting Network

[http://www.ncura.edu/Portals/0/Docs/RMR/2017/v22\\_n1\\_Tran\\_et\\_al.pdf](http://www.ncura.edu/Portals/0/Docs/RMR/2017/v22_n1_Tran_et_al.pdf)

### **Training/Workshops:**

University of California People Management Conference-2018 and 2019

LEAP Leadership Development Program for Higher Education-2016

UCI's Management Development Program-2016

NCURA-Practical Side of Leadership Senior Level Workshop –December 2015