

Brigidann Cooper
Lundquist Institute
Candidate Statement – Region VI Secretary

This has been a goal of mine. In order to submit my nomination today, you'd first have to go back to 2014. I joined the RA community at USC's central office. Shortly after I was encouraged to join NCURA, which I did as a volunteer under Allison Ramos' lead. I continued to volunteer remotely helping to create flyers and databases. I moved on to helping at conferences with registration and evaluations which allowed me to network further within NCURA. I then joined the LEADMe Program as a mentee, became a MINT, and have been a mentor for 2 years now. I have presented at Regional Conferences with my mentor, Rashonda Harris covering Emotional Intelligence and I presented on PI on-boarding/releasing within the department. When these nominations came up I knew it was my time to apply and hopefully secure the Secretary-Elect position. I want to continue my RA journey and am passionate about NCURA as an organization and the opportunities it affords individuals that seek it. Thank you for your consideration.

Brigidann L. Cooper
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Experienced research administrator who understands the importance of team collaboration in addition to focused autonomy in order to strategically problem solve and provide quality customer service throughout the life cycle of an award.

LUNDQUIST INSTITUTE FOR BIOMEDICAL INNOVATION AT HARBOR-UCLA MEDICAL CENTER 04/2017 – Present

Formerly LA BioMed

Project Coordinator, The Institute for Translational Genomics and Population Sciences

Torrance, CA www.lundquist.org

- Successfully transitioned from a document heavy environment to remote seamlessly during COVID
- Management of grants and contracts over their lifecycle for a funded portfolio of \$5M+
- Provide Pre&PostAward assistance to faculty and staff for award development
- Assist in the proposal process paying special attention to regulatory, budgetary, and compliance nuances
- Collaborate with faculty to review concerns and associated risks, to create plans on how to mitigate
- Develop and manage research budgets (foundation, industry, PHS agencies)
- Successfully liaison with departments, sponsors, vendors, Central, Tech Transfer to acquire approvals
- Coordinate timely submission of Progress/Annual/Final Reporting
- Proficient in electronic research administration systems and S2S components
- Accustomed with both the processes of onboarding and the relinquishing of all levels of Investigators
- Consult regularly with Departmental Staff and Clinical Staff to address successes/issues/concerns
- Act as an institutional representative when needed and as opportunities are provided
- Prepare presentations on trending topics in RA
- Manage salary expenditure reports for payroll
- Travel 25% for conferences, career development and speaking engagements
- Manage extensive publication list. Created master database to accurately capture and report publications.
- Assist with the departmental implementation of Clinical Trial Management System
- Manage departmental web presence, create strategies for continued visibility and recruitment

UNIVERSITY OF SOUTHERN CALIFORNIA

05/2014 – 02/2017

Contracts and Grants Administrator II, Department of Contracts and Grants

Marina del Rey, CA <https://research.usc.edu/dcg-main-page/>

- Assisted the Information Sciences Institute and the Institute for Creative Technologies
- Educated on the OMB A-81 Uniform Guidance (2 CFR 200), Federal Acquisition Regulations (FARs) and Defense FARs
- Familiarity with PHS agencies and its unique requirements
- Understanding of HSR protocols, IRB, and IACUC procedures
- Analyzed proposals for adherence to sponsor guidelines, university policy and research compliance
- Managed and populated research databases
- Accepted/Executed contracts and grants from Federal sponsors within delegated authority limits
- Gained familiarity with reviewing and drafting standard non-disclosure agreements
- Secured proper approvals for non-standard research terms and confirmed all regulatory approvals were met prior to award execution
- Managed a multi-million dollar portfolio, managing 20+ active Federal and nonprofit awards
- Reviewed, analyzed, and negotiated award terms and conditions for Federal contracts/subcontracts, nonprofit/foundation grants, cooperative agreements, fee-for-service contracts
- Traveled approximately 20% for workshops, seminars, and conferences

UNIVERSITY OF SAN FRANCISCO**08/2012 – 05/2014***Confidential Program Coordinator, MA in Sport Management Program**Orange, CA <https://www.usfca.edu/arts-sciences/graduate-programs/sport-management>*

- Maintained confidential databases (students, faculty, vendors, contractors, publications)
- Managed all aspects of student employment including continued training and career advice
- Assisted with career development and placement opportunities for current students and alumni
- Populated and maintained program's web content and social media (LinkedIn, Facebook, Twitter)
- Responsible for the implementation of annual marketing and communication plans
- Gathered materials and testimonies to populate and publish the bi-annual newsletter
- Assisted with student recruitment, admissions, retention and graduation process
- Created and updated tracking reports (75-85 students, recruitment, career development)
- Negotiated contracts for corporate lodging, advertising, and promotional materials
- Responsible for maintaining ongoing vendor relationships and securing potential vendors
- Event Planning: Socials/networking, graduation activities, training, conferences, presentations
- Traveled approximately 25% for graduation, team meetings, recruitment, continuing education

MOUNT SAINT MARY'S UNIVERSITY**05/2005 – 08/2012***Program Coordinator; Humanities (Grad), Music (UG), Religious Studies (UG & Grad) Departments**Los Angeles, CA <https://www.msmu.edu/>*

- Recruited and assisted 50+ students through admissions and matriculation to graduation
- Assisted with the management of the IHEP/Walmart Grant for Minority Serving Institutions
- Worked with the Provost Office on faculty contracts and consequent onboarding and training
- Advised 25+ undergraduate and 40+ graduate students with curriculum and career development
- Provided support for professional and scholarly activities for 10-15 faculty members
- Assisted in writing, reviewing, critiquing and submitting faculty grant proposals
- Gained extensive knowledge of how to assist with the navigation of matriculation agreements, college catalogs, forms, policies, procedures, and current technologies
- Assisted with updating copy for department's portion of course catalog

PRESENTATIONS

NCURA Region VI Regional Meeting; Billings Montana. Clear as the Big Sky: An Exploration in to Emotional Intelligence. October 2018.

NCURA Financial Research Administration Meeting; Las Vegas, California. Smooth Transitions: A Guide to Welcoming a Transfer PI. March 2019.

CERTIFICATES

Federal Publications Seminars FAR Workshop, Certificate of Completion	09/2016
Federal Publications Seminars DFAR Workshop, Certificate of Completion	09/2016
USC Cardinal and Gold Curriculum, Certificate of Research Administration	08/2014

AFFILIATIONS

National Council of University Research Administrators (NCURA); Graduate, NCURA LeadMe Class of 2017; Mentee, Mentor NCURA LeadMe Class of 2019, 2020

EDUCATION

Mount Saint Mary's University <i>Los Angeles, CA</i>	12/2011
<i>Master of Business Administration, Organizational Leadership</i>	

Mount Saint Mary's University <i>Los Angeles, CA</i>	05/2010
<i>Bachelor of Science in Business Administration, Marketing</i>	