

**Kevin Stewart**  
**University of California, Santa Barbara**  
**Candidate Statement – Region VI Representative to Board of Directors**

It would be an honor to serve the Region VI membership as our Region's elected representative to the NCURA National Board of Directors.

I have been a member of NCURA and Region VI since 2005, and over the years have found great value in the opportunities to learn from and engage with fellow research administrators. I believe the diverse membership that our organization is comprised of is certainly one of its greatest strengths, where administrators from central offices, academic departments, those working in pre-award and post-award functions are all able to come together and share knowledge in the various meetings, conferences, online communities, webinars, and other training opportunities that NCURA offers.

As a professional community in 2020, we are certainly in unprecedented times and facing unique, unanticipated challenges due to the ongoing global pandemic. I believe that the NCURA organization, and we as members, will need to continue to be creative to cultivate opportunities that will allow the research administration community to connect and engage. I would support these efforts and would endeavor to advocate on behalf of Region VI member interests also.

Having served Region VI recently as Chair (2018) and in various other capacities at both the Regional and National levels, I believe I have breadth of experience and perspective to provide value to the membership and to the NCURA organization in this role.

**KEVIN S. STEWART**  
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**SUMMARY**

- Research administration professional with over 16 years of experience total in central pre- and post-award (non-financial) offices, in supervisory/managerial roles and as an authorized institutional official.
- Over 8 years of contracting experience with industry (for-profit) sponsors for negotiation of sponsored research agreements for both direct industry-funded research and incoming industry subcontracts under Federal prime awards, and 8 years with Federal & nonprofit sponsors for proposals & awards.

**PROFESSIONAL EXPERIENCE**

**UCSB Office of Technology & Industry Alliances**  
**University of California, Santa Barbara | Santa Barbara, CA**

**Associate Director, Industry Contracts**

October 2014 - present

- Responsible for the Industry Contracts Team (Industry Contracts Officer & MTA/NDA Officer) for ensuring responsible and timely review, negotiation and execution of all industry sponsored research agreements (SRAs), material transfer agreements (MTAs), nondisclosure agreements (NDAs), and Data Use Agreements (DUAs).
- Provides training, mentoring, & guidance to Industry Contracts Team members for their successful performance of responsibilities and for professional development.
- Develops and maintains various contracting templates for research collaborations with industry (including for US Federal SBIR & STTR programs & for MTAs & NDAs).
- Represents and provides training on behalf of the Industry Contracts group of the UCSB Office of Technology & Industry Alliances at campus meetings and trainings, and professional conferences.
- Tracks metrics for industry contracts & advises the Director of the Office of Technology & Industry Alliances on emerging issues and concerns regarding industry contracts.
- Authorized institutional official for review & execution for all direct industry-funded sponsored research.

**Industry Contracts Officer**

June 2012 – September 2014

- Reviewed, negotiated, and executed incoming contract & grant awards from industry sponsors on behalf of the University under delegated authority for budgeted annual direct costs up to \$2,000,000.
- Reviewed, negotiated, and executed other types of agreements with industry pertaining to research, including MTAs, NDAs and memoranda of understanding (MOUs) on ad hoc basis.
- Supervised & provided training & guidance to one professional staff member (MTA/NDA Officer).
- Provided consultation, guidance, analysis, and interpretation to faculty, departmental personnel, and other campus departments on the terms and conditions of industry contract awards, as well as Federal, State and University of California (UC) policies and practices.
- Facilitated post-award contract/grant administrative actions (e.g. no-cost extensions requests/approvals, requests for rebudgeting, etc.).

**UCSB Office of Research**  
**University of California, Santa Barbara | Santa Barbara, CA**

**Senior Sponsored Projects Officer**

August 2009 – May 2012

- Authorized institutional official for the Institute for Collaborative Biotechnologies (ICB), at the time one of three University Affiliated Research Centers (UARCs) nationwide funded by the U.S. Army.
- Subcontracting officer for all outgoing subcontracts to industry (for-profit companies) under the ICB's research program targeted to university & industry partner collaboration.

- Served as liaison to the campus Office of Technology & Industry Alliances and lead internal resource in Sponsored Projects Office for assessing intellectual property considerations in research agreements.
- Served as primary Office of Research resource for interpretation of Federal Acquisition Regulations (FAR), and maintained office's FAR reference tool for use in Federal contract review & negotiations.
- Performed Sponsored Projects Officer duties for assigned campus department portfolio.

#### **Sponsored Projects Officer**

November 2005 – July 2009

- Reviewed, endorsed, and submitted research proposals to Federal, non-profit & industry sponsors on behalf of the University (delegated authority for budgeted annual direct costs up to \$2,000,000).
- Reviewed, negotiated, and executed contract and grant awards from Federal, non-profit and incoming subcontracts from industry (delegated authority for budgeted annual direct costs up to \$2,000,000).
- Supervised one professional staff member (Analyst) was lead for Officer/Analyst teaming for assigned set of academic departments and organized research units (ORUs).
- Facilitated post-award contract/grant administrative actions (e.g. no-cost extensions requests/approvals, requests for rebudgeting, etc.).
- Provided guidance, analysis, and interpretation to faculty, departmental administrators, and other campus departments on contract and grant award terms, as well as Federal, State, and UC policies and practices.

#### **Frontier Technology, Inc. | Goleta, CA**

#### **Contracts Administrator**

October 2004 – November 2005

- Prepared and submitted proposals on behalf of company in response to Request for Proposals (RFPs), Requests for Quotations (RFQs), and U.S. Government Program Solicitations, and coordinated with field offices on pricing strategy and for compliance with sponsor/customer requirements and guidelines.
- Reviewed contract terms and conditions for alignment with company policies and considerations, and negotiated alternate terms to eliminate unacceptable/unfavorable provisions.
- Collaborated routinely with company technical and accounting personnel to ensure proper compliance with contract provisions and to prepare closeout documentation for expiring contracts.
- Drafted and issued NDAs, teaming agreements, subcontracts, and consulting agreements with company collaborators.

### **CERTIFICATION & EDUCATION**

#### **Certified Research Administrator**

Issued June 2012 | Renewal Date: June 2022

Research Administration Certification Council

#### **Bachelor of Arts**

Double Major in Business Economics with an emphasis in Accounting, Spanish

University of California, Santa Barbara

### **NCURA ACTIVITIES**

NCURA (National Council of University Research Administrators)

Member | 2005 – present

Presenter/Discussion Leader for over 25 concurrent sessions, discussions sessions & workshops (2010 – present) at NCURA Annual, PRA & Region VI/VII Meetings, for topics including contract review & negotiation, the Federal Acquisition Regulations, incoming & outgoing subcontracts, post-award contract administration topics, and working with industry.

Volunteer for numerous committees in varying roles at regional & national levels (2008 – present), including the Collaborate Pre-Award Committee, multiple Region VI/VII meeting program committees, Region VI Advisory Committee, and the Region VI Awards Committee. Served as Chair of Region VI in 2018.