**COLORADO STATE UNIVERSITY**

**Kathryn O'Hayre**
**Office of Sponsored Programs**
2002 Campus Delivery
Fort Collins, Colorado 80523-2002
www.research.colostate.edu/osp/

June 13, 2025

Dear Region VII Elections Committee and Region VII voters,

I ask for your consideration of my application for the Secretary position for the 2026-2027 term.

As a dedicated volunteer with experience at both regional and national levels, I am excited to extend my impact by serving as the Region VII Secretary. One of my most rewarding experiences as a NCURA volunteer is serving as Chair of the Region VII Professional Education and Development Committee (PEDC), where we generate a variety of experiences for our regional members such as webinars, collaborative discussions, and networking Roundups! As committee Chair, I write proposals for sessions, submit requests to the National PDC, maintained our shared R7 google drive resources, communicate with R7 leadership, create monthly agendas, and maintain meeting records.

In 2025, I became an author for NCURA Magazine as part of the Training Tips team. I've also been a part of our LeadMe partnership with Region VI from 2023-2024. On a national level, I was accepted to the NCURA Professional Development Committee (PDC) from 2023-2025 as a member of the Online Programming Subcommittee.

In every role I undertake, my aim is to invest in my community through support and outreach. As a Training and Information Coordinator at Colorado State University, I seek to understand the community's needs and offer a variety of resources. I am eager to bring my passion, skills, and dedication to the Region VII executive committee, and I appreciate your consideration.

Thank you,


Kathryn O'Hayre, CRA

Training and Information Coordinator
Colorado State University
Office of Sponsored Programs

# Kathryn O'Hayre, CRA

kathryn.ohayre@colostate.edu | linkedin.com/in/kathryn-ohayre-cra/

## Education

**BACHELOR OF APPLIED SCIENCE | MAY 2014 | UNIVERSITY OF COLORADO BOULDER**
· Major: *Psychology*   Minor: *Business Administration*

**CERTIFIED RESEARCH ADMINISTRATOR | DECEMBER 2018 - PRESENT | RESEARCH ADMINISTRATORS CERTIFICATION COUNCIL**
**CERTIFIED TRAINER |NOVEMBER 2023 - PRESENT | BOB PIKE GROUP**
**SUPERVISORY DEVELOPMENT PROGRAM | COMPLETED MARCH 2024 | COLORADO STATE UNIVERSITY**

## Experience

**OFFICE OF SPONSORED PROGRAMS | COLORADO STATE UNIVERSITY | OCTOBER 2021 - PRESENT**
*Training and Information Coordinator*
· Develop curriculum for live and on-demand training resources for all CSU Research Administrators
· Build and Publish Resources; Quick Clip videos, Online Modules, Blogs, Guidance, Tools, and Policy
· Manage onboarding process and on-the-job training for OSP staff
· Analyze training needs, content, and feedback for continuous, innovative development
· Lead and manage biannual CRA Study Group Program
· Coordinate and deliver biannual CSU conferences; Fundamentals of Research Administration and RAM Symposium
· Maintain OSP website content and design and administer YouTube content
· Collaborate with Subject Matter Experts and OSP eRA team to develop content and materials for training topics that have systems/application components
· Address various learning styles and accessibility for hybrid campus

**COLLEGE OF ARTS AND SCIENCES | UNIVERSITY OF COLORADO BOULDER | MAY 2021 - OCTOBER 2021**
*Research Administrator for Research Service Center*
· Build Research Administration resources for the Natural Science Departments and A&S Research Service Center
· Develop and monitor budget projections for 2 high profile departments nationally ranked in their field
· Manage day-to-day compliance and Sponsored Project approval questions for faculty and accounting staff
· Translate Sponsored Agreement terms and conditions for Faculty

**OFFICE OF CONTRACTS AND GRANTS | UNIVERSITY OF COLORADO BOULDER | NOVEMBER 2013 – MAY 2021**
*Grant Officer*                                                                                    *October 2015 – May 2021*
· Successfully manage high-volume portfolio including the 4th highest funded Institute in Fiscal Year 2018 and 96% of School of Arts and Sciences Sponsored Grants
· 2019 Service Recognition Award Nominee for leading innovative P.I.T./working groups
· Training Coordination and Post-Award Presenter (July 2015-May 2021)
   o Successfully coordinated onboarding and training 4 new team members within 5 months while managing full portfolio and Federal Year End
   o Mentor, coordinate, develop, and customize grant trainee and trainer onboarding resources for efficiency and accessibility to various Adult Learning Strategies
   o Collaborate with OCG training team to enhance internal University trainings in various formats
   o Design and deliver Grant and Post-Award Non-financial content campus-wide
   o CRA Trainer for Book of Knowledge content
   o Subject matter expert (SME) in electronic research administration testing and training to improve processes
· Efficiently administer post-award monitoring including financial revisions, sponsor modifications and submissions
· Interpret and apply policies through order of precedence (federal, state, and institutional) to serve as a resource to stakeholders and maintain University compliance
*Research Services Assistant/Technician II*                                          *November 2013 – October 2015*

- Implement innovative process of distribution, saving department approximately $30,000 per year
- Design visual tools and process map for Ideation Board
- Manage acceptance of awards and modifications between sponsors and the University database
- Build and maintain record of best practices and processes within the Grants team using Office 365 resources

**CENTER FOR ASTROPHYSICS AND SPACE ASTRONOMY | UNIVERSITY OF COLORADO BOULDER | AUGUST 2010 - MAY 2014**
*Student Assistant II*
- Disseminate communication to employees and maintain records
- Assist faculty, students, and staff with research administrative responsibilities

## NCURA Leadership

**MEMBER| NATIONAL COUNCIL OF UNIVERSITY RESEARCH ADMINISTRATORS | JUNE 2018- PRESENT**

**AUTHOR, TRAINING TIPS | NCURA MAGAZINE | JANUARY 2025 - PRESENT**

**SUB-COMMITTEE MEMBER| NCURA PROFESSIONAL DEVELOPMENT COMMITTEE | JANUARY 2023 - DECEMBER 2024**

I was selected to represent the "Online Programing" sub-committee within the PDC. The PDC is responsible for the professional and program development, publications oversight, and collaboration on program evaluation. Within these areas, PDC members are responsible for identifying quality programming, publications, and educational opportunities for the membership of NCURA. As a part of the Online Programming Sub-Committee, I propose webinar and Youtube Tuesday ideas and speakers, facilitate speaker collaborations, and review online course programming.

**NCURA REGION VII PROFESSIONAL EDUCATION AND DEVELOPMENT COMMITTEE | CHAIR | JANUARY 2019- DECEMBER 2023, OUTGOING CHAIR (2024)**

The PEDC supports professional development activities for regional members and provides a broad range of educational services to ensure that all regional members have access to professional development programming; related to the fundamental objectives of Region VII, which is to create a learning environment that advances the development, growth, and success of all NCURA members.
- Identify professional development needs of regional members; recommend programming to address those needs; generate accessible and affordable educational opportunities; diversify the volunteer pool of presenters, educators, and other leaders to amplify a wider audience of voices; analyze feedback metrics
- Establish, facilitate, and present regional program offerings
  - o "Grow in Your Profession with Region VII" established in 2020
    - Organize and host 3-4 sessions per year
    - The topics range from field-specific challenges, advancements, and systems to professional topics for management, work-life balance, and presentation skills
  - o "Regional Roundup" Est. in 2022; Facilitate 3 networking, social, and hot topic open forums

**MENTOR| NCURA REGION VI & VII LEADME PROGRAM | JANUARY 2023 - DECEMBER 2024**

I was selected in 2023 as a Mentor-in-Training and advanced to Mentor for the 2024 cohort. The one-year program focuses on providing educational and professional development experiences to selected Mentees. The "LEAD Me" Program pairs one Mentee with a Primary Mentor to assist in identifying leadership and professional development goals and objectives. They will also help the Mentee formulate a Leadership and/or Professional Development (L&PD) Plan.

**SPEAKER AND CONFERENCE ROLES| NCURA**

    **REGIONAL MEETING | 2024**
- o Program Committee Volunteer, Pre-Award Track
- o Workshop "Up, Up, and Contract Away: A High-Flying Negotiation Adventure"
- o "Proactive and Compliant Prior Approvals"
- o "Leveraging AI for Effective Training Content Development in Research Administration"

    **ANNUAL MEETING | AUGUST 7-9, 2023**
- o "Bulking up your Training Program: E-Learning, Badging, and Mentoring"
- o "Onboarding and Standard Operating Procedures - Best Practices"
- o Recipient of the Region VII Annual Meeting Travel Award

    **REGIONAL MEETING | OCTOBER 30- NOVEMBER 2ND, 2022**
- o "Put me in Coach: Bulking up your Training Program"
- o "Post-Award Monster Mash"

o        "Regional Roundup with the PEDC *Live*"