

Hello! My name is Teresa Cochran. I am excited to apply for the Treasurer position for NCURA Region VII. I am a Senior Post Award Manager and fiscal approver for the University of Colorado Anschutz. I have been a Grants Manager for 13 years and have been working in research for 21 years. Prior to my university experience, I have many years of experience in accounting and as a full-time bookkeeper. I was an NCURA Lead Me Mentee in 2017, a Lead Me MINT in 2018 and in 2019, I tested for and received my CFRA (Certified Financial Research Administrator) certification.

I didn't originally plan to be a Grants Manager. In fact, when I started working for the University of Colorado, I had no idea such a position existed. I started out as a Research Assistant, which provided a good sense of how research projects were managed. My work, then, evolved into working on budgets, training on budgeting, handling procurement and purchasing, helping with grant submissions, and eventually landed me in Post Award management. To my surprise, this has been a perfect fit for my analytical mind, my need to follow rules and policies, and to figure out unusual situations.

I have been a Steering Committee member of our university's "Research Administrators Information Network" (RAIN) group for 4 years. I have also been a part of numerous subcommittees formed at the university to address fiscal updates, new process/system roll outs, and grants and contracts concerns, to provide feedback on issues, offer solutions, and be a part of discussions that are applicable to grant administration. I am known for putting in lots of extra hours to get things done and I have always been a firm believer in participating however possible and being part of the bigger plan.

I have been a member of NCURA for 7 years. I have attended at least one meeting each year, and I make a point of volunteering in some capacity at each meeting. I believe that volunteering is the best way to get to know people, to learn how things get done, and I have found that volunteering is incredibly satisfying and always greatly appreciated. I have presented at a past NCURA meeting, and I hope to do so in the future. I would like to be a part of NCURA Region VII's Regional Executive Committee to help continue the wonderful work that NCURA does for myself and other research administrators. I am eager to become a part of the group that helps define, discover, and build new resources for the NCURA Region VII membership. In my position at the University of Colorado, fiscal oversight is critical. I am fiscally responsible, reliable, and hard working. Therefore, I believe that my experience would be a good fit in becoming Treasurer. I look forward to putting in the work, and time, to handle the duties of Treasurer for NCURA Region VII. Thank you for your time and consideration.

# TERESA COCHRAN

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Driven professional who offers a unique combination of real-world knowledge, experience, and education along with the desire to provide researchers with the ability to focus on science by providing oversight through fiscal and policy compliance. Committed to protecting the researcher, the department, and the institution.

## EDUCATION/CERTIFICATIONS

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<b>CFRA</b>	Research Administrator's Certification Council (RACC) Certified Financial Research Administrator	<b>Sept 2019</b>
<b>BA</b>	University of Colorado Denver, Cultural Anthropology Minored in Psychology	<b>May 2009</b>
<b>Accounting Certificate</b>	Barnes Business College	<b>May 1998</b>

## GRANTS AND RESEARCH EXPERIENCE

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Provide post award management in the day-to-day oversight of sponsored projects and all financial duties. Serve as a subject matter expert in research administration and financial management for the department. Provide oversight on sponsored project audits. Manage analyst funding distributions and payroll related transactions for all research-related personnel.

**UNIVERSITY OF COLORADO DENVER** **2002-Present**  
**Senior Post Award Manager**

**ACCORDS** 2012-Present

- Financial approval authority for all Marketplace, Procurement and Travel items, Honorariums, SOWs, Study Subject Payments and Gift Card Program Approvals
- Provide collaboration and assistance in audit requests
- Provide financial oversight of all sponsored project contractual agreements
- Oversee subrecipient monitoring for all subcontracts on sponsored projects – ensure that the subrecipient monitoring responsibilities are acknowledged by the Principal Investigator and study team
- Do periodic internal audits on all sponsored projects
- Journal Entries and Payroll Expense Transfer processing
- Manage each ACCORDS project budgets (~70 projects), forecast budget vs. actual spending and reconcile expenses to the general ledger each month
- Ensure appropriate financial controls and fiduciary stewardship
- Monitor allowable expenses on sponsored projects (A-21 compliance and Uniform Guidance)

- Manage close-out of completed projects
- Approve final invoices and Final Financial Reports (FFRs) for all sponsored projects

### **Post Award Manager**

Colorado School of Public Health (CSPH) 2009-2012

- Work closely with Principal Investigators/Project Managers on the management of sponsored projects.
- Provide financial guidance for sponsored projects, including procurement and travel.
- Do Journal Entries and Payroll Expense Transfers, as necessary.

### **Project Manager**

Centers for American Indian and Alaska Native Health 2002-2009

- Project implementation and organization
- COMIRB and other review board submissions
- Employee and affiliate training
- Fiscal duties and budgeting
- Organization of large meetings, including hotel reservations, catering, and travel
- Literature search
- Coordination of grant submissions
- Writing annual continuing review submissions

## **PRIVATE SECTOR EXPERIENCE**

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Project and Account Management, bookkeeping and full-service accounting and customer service experience.

### **BI INCORPORATED**

**Account Manager**

**1995-2001**

Boulder, CO

- Customer relationship management and inside sales
- Customer and employee training
- Designed and implemented customer complaint system and customer satisfaction surveys
- Time and material billing
- Technical support analysis
- Developed statistical reports
- Provided budgeting for projects
- Procedure writing and specialized call scripts
- Member of the Malcolm Baldrige Steering and Application Writing Committee
- ISO 9001 certification audit experience
- Event/seminar planning

## **PROFESSIONAL TRAINING**

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### **Auditing Fundamentals in the Federal Environment**

Management Concepts, Denver, CO

August 2022

## **PROFESSIONAL AFFILIATIONS**

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National Council of Research Administrators (NCURA), 2016-Present

Research Administrators Certification Council (RACC), 2019-Present

Research Administrators Information Network (RAIN) Steering Committee Member, 2019-Present

## **COMPUTER SKILLS**

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**Applications:** HCM, Peoplesoft, InfoEd, CU Data, A2E, Marketplace, Smartsheet