

Brenda K. Stuvek

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OBJECTIVE

To continue professional growth at the University of Washington while supporting the mission and vision of the Addictions, Drug & Alcohol Institute.

EXPERIENCE

University of Washington

Program Operations Specialist (Addictions, Drug & Alcohol Institute, formerly Alcohol & Drug Abuse Institute) September 2013 – Present.

Research Coordinator (Alcohol & Drug Abuse Institute) May 2001 – September 2013.

Manage day-to-day operation and administrative functions for grant Principal Investigators and other staff on a large, complex National Institutes of Health-funded cooperative agreement, the Pacific Northwest Node of the National Institute on Drug Abuse Clinical Trials Network (CTN). There are 16 nodes based at research universities around the United States. Regular communication with other nodes, sponsor, and collaborators within and outside of the UW is necessary for continued node success.

Grant Administration

- Serve as contact point for the Pacific Northwest Node. Provide overview of project to new partners. Facilitate connections with appropriate staff at local and national levels.
- Collaborate with other CTN nodes and share best practices.
- Work in conjunction with sponsor Program Official, Grants Management Specialist, and other sponsor staff.
- Participate in project workgroups and committees on local node and national network levels. Served twice as chair of the CTN Node Coordinator Workgroup.
- Interpret and apply institutional and federal sponsor guidelines, policies, and regulations as they apply to research administration operations.
- Maintain project and node information in electronic and printed formats.
- Responsible for logistics of node meetings and activities, including reserving meeting locations and times and ensuring teleconferencing capabilities. Provide input for Node Operations and Steering Committee meeting agendas.
- Oversee travel arrangements for local, regional, and national project activities. Advise UW and non-UW staff of UW travel procedures and policies and use of travel contracts. Facilitate travel reimbursements.
- Develop study concept budgets for node investigators.

Financial Management

- Forecast, monitor, and manage grant budget (annual award ranges from \$1.4 to \$4.5 million per year).
- Work with UW staff, including the Office of Sponsored Programs, to submit non-competing renewals, supplemental funding requests, and competing renewals.
- Submit funding requests to the sponsor via eRA Commons.
- Prepare budget reports as requested. Work with Grant & Contract Accounting for annual financial report submitted to sponsor.
- Utilize WorkDay, SAGE, Award Portal, B.I. Portal, My Research, PsycSource, and UW legacy systems (Ariba, GrantTracker, MyFD, Procurement Reports) to monitor award processing, spending and reporting.
- Ensure compliance with sponsor award policies, UW fiscal policies, and departmental practices. Maintain project files and ensure appropriate documentation for audit.
- Assist project staff with fiscal transactions through the Department of Psychiatry & Behavioral Sciences mechanisms.

Contract Administration

- Develop project and subaward budgets, justifications, and scopes of work in collaboration with non-UW partners. Establish, amend, and renew subawards. Review and monitor subaward invoice payments. Facilitate supplier registrations with UW systems.
- Manage consulting agreements to support involvement of partners serving in an advisory capacity for the project.
- Communicate UW fiscal procedures with staff at partner organizations as it relates to their institutions.
- Ensure partner compensation through appropriate UW systems (subawards, consulting agreements, honorariums).
- The grant supports outgoing subawards (ranging from six to twenty per year), including one with our node co-investigators at Washington State University.
- Oversee two incoming study subawards from two fellow CTN nodes at peer institutions.
- Assist another School of Medicine unit with an incoming study subaward from another CTN node at a peer institution.

Human Resources Administration

- Assist with project staff hiring, including participation during interview process.
- Update department administrator on project payroll needs.
- Advise department staff on other complex sponsored programs. Mentor staff on processes for travel and subawards.

Administrative Assistant A (Anesthesiology) May 1999 – April 2001.

- Coordinated medical student clerkship program.
- Provided secretarial support to four faculty.
- Supervised secretarial workload and made reassignments as necessary.
- Trained secretarial staff.
- Assisted Residency Coordinator and Department Administrator.

Secretary Senior (Alcohol & Drug Abuse Institute) August 1995 – April 1999.

- In addition to Program Assistant responsibilities below, arranged and processed travel.
- Oversight of additional budgets and increased proposal responsibilities.
- Insured equipment.

Program Assistant (Alcohol & Drug Abuse Institute) August 1993 – August 1995.

- General office duties, including reception, correspondence, purchasing, and equipment inventory.
- Library duties, including assisting patrons, circulation, and database maintenance.
- Federal grant budget oversight.
- Assisted grant proposal preparation.
- Participated in hiring, training and supervising student hourly assistants.

EDUCATION

Bachelor of Science, Psychology, University of Washington 1993

TRAINING

UW Professional & Organizational Development Completed Courses (for Supervisory and Human Resources Certificates)

- Working Across Generations, Summer 2020
- Making the Move from Peer to Supervisor, Winter 2020
- Planning and Facilitating Effective Meetings, Autumn 2019
- Managing Employee Performance, Winter 2018
- Training, Coaching, and Mentoring for Success, Fall 2017
- Learning to Lead, Winter 2017
- Motivating Employees, Fall 2016
- Building a Positive Work Culture, Winter 2016
- Supervision Basics, Fall 2015
- Supervising in a Diverse Workplace, Summer 2015

VOLUNTEER EXPERIENCE

UW School of Medicine Staff Mentor 2022-2023

Seattle Glee Clubs

- Fundraising Committee
- Board

Shorewood High School Boosters

- Gear Manager

Meridian Park PTSA

- Talent Show Coordinator