

## Marisa Rose Benich, MPA

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### Summary and Vision Statement

I have 16 years of progressive experience in research and general administration within government, academic, non-profit and industry sectors. Throughout my career, I have built and maintained relationships with key internal and external stakeholders to conduct clinical research, later transitioning to administration and management. I am a results-oriented manager and an adept problem solver, using data and metrics to inform solutions and change management. In my current role, I am responsible for overall administrative, financial, and research operations that support teaching, research, and patient care in an academic medical setting.

### Experience

#### UNIVERSITY OF WASHINGTON DIVISION OF NEPHROLOGY, SEATTLE, WA, APRIL 2019 – PRESENT

##### *Division Administrator, November 2021 – Present*

- As the division's senior financial and administrative manager, responsible for developing and directing the long-range business plan for the division in partnership with the Division Head and clinical leadership.
- Oversee personnel management for 44 faculty members, 16 fellows, and ~45 staff members. Partner with divisional HR manager for all academic and staff human resources activities. Directly supervise six staff members.
- Manage and monitor an annual divisional budget of ~\$26M annually; oversee planning, budgeting, and accounting functions for clinical, state, grant, and gift budgets. Responsible for oversight of sponsored research administration and grants management team to ensure compliance with institutional and sponsor policies.
- Evaluate and make recommendations on faculty compensation, including a divisional incentive plan.
- Develop and manage a functional space plan for all assigned administrative and research space within the division across three sites of practice.
- Partner with medical center administration and Department of Medicine leadership to analyze and plan for clinical staffing across multiple clinical sites. Review and monitor physician productivity reports and recommend actions regarding clinical productivity and physician billing activities.
- Develop and participate in fundraising activities, in partnership with UW Medicine Advancement, to support initiatives within the division.

##### *Grant and Contract Manager, April 2019 – Present*

- Oversee and facilitate the clinical, translational, and basic science research programs in the Division of Nephrology and Kidney Research Institute (KRI), part of the UW Department of Medicine.
- Responsible for pre-award grant and contract submissions and post-award management for approximately \$27.3 million dollars total cost annually in extramural funding (FY2021).
- Partner with the Division Administrator, Division Head, Director and Associate Director of the KRI to ensure the regulatory and fiscal accountability of the research enterprise. Strategize with leadership on program structure and staffing. Use forecasting tools to anticipate hiring needs or changes in overall operations.
- Manage and supervise 3.0 FTE grant and fiscal staff to ensure accuracy and reliability in managing grant resources, including procurement, financial and progress reporting, invoicing, and closeout.
- Regularly review and communicate important changes to institutional, federal, and foundation policies and sponsor guidelines. Ensure compliance with sponsor funding requirements and regulations, including the Uniform Guidance and NIH grants policy statement.
- Review and submit ancillary agreements in support of research operations such as Data Use Agreements, Material Transfer Agreements, and Nondisclosure Agreements.

#### SEATTLE CHILDREN'S RESEARCH INSTITUTE, SEATTLE, WA, JUNE 2015 – APRIL 2019

##### *Grant and Contract Supervisor, Center for Clinical & Translational Research, November 2017 – April 2019*

- Managed pre- and post-award for 21 faculty members in the division of Hematology-Oncology. Portfolio size of 257 individual budgets (internal and extramural funding sources) totaling approximately \$8 million.
- Responsible for life cycle fiscal processes for a complex portfolio of federal, consortium, industry, and foundation funding, including Children's Oncology Group (COG) and National Institutes of Health (NIH).

- Partnered with central office staff to review and execute sponsored research agreements, including industry contracts, consortium task orders, federal grants, and subawards, as well as non-award agreements such as compassionate use / expanded access agreements.
- Led a team of 2.0 FTE (program coordinator and contract administrator), providing supervision, performance management, and staff development.
- Partnered with HR for staff recruitment and hiring. Developed and led training and onboarding initiatives for a department team of 13 grant administrators.
- Collaborated with faculty leadership and the clinical director of research operations for divisional planning, research growth, and identification of new funding opportunities; Participated in a special initiative to evaluate the structure of departments across the research institute and evaluate the effectiveness of inter-departmental co-location.
- Partner with Children's University Medical Group (CUMG) and UW division administrator for faculty effort tracking.
- Develop and implement a system for milestone invoicing on clinical trials in the absence of an institutional clinical trial management system; achieved an increase of 39% in invoicing on activities from FY18 to the first quarter of FY19.
- Practice and implement Seattle Children's continuous process improvement methodology; track performance targets, identify risks, and countermeasures for improvement; resolved \$1.1 million in unapplied revenue on clinical trials.

***Grant and Contract Administrator, Center for Child Health, Behavior & Development, June 2015 – November 2017***

- Portfolio management of pre- and post-award for 23 Principal Investigators, including preparation of all competitive grant applications, clinical trial agreements, and progress reports.
- Cross-functional team lead for internal grant transfers between investigators and research centers. Designed and implemented a standard process across the research institute in partnership with research finance and sponsored research.
- Monitored ClinCard transactions across the research institute for participant payments. Partnered with director and program coordinator to create SOPs, develop training materials, and manage monthly reporting. Served as key point of contact with vendor for troubleshooting, invoicing, and contract management.

**SEATTLE INSTITUTE FOR BIOMEDICAL AND CLINICAL RESEARCH, SEATTLE, WA**

***Research Project Manager, November 2011 – June 2015***

- Implemented and managed six projects including a multi-site NIH-funded clinical trial with 500+ participants. Supervised one research coordinator and one research assistant.
- Wrote manual of study operations and SOPs in collaboration with research scientists and principal investigators.
- Interviewed patients and conducted cognitive and physical fitness testing from research participants at the VA Puget Sound Health Care System, Harborview Medical Center, and remote sites by telephone, achieving or exceeding a target follow-up rate of 90%.
- Served as a primary point of contact for study staff from eight sites, including VA medical centers and private practice clinics. Served as the primary contact for annual VA and NIH regulatory audits.
- Conceptualized design for an electronic data capture system in collaboration with a local Clinical Research Organization using Amazon Web Services.
- Prepared monthly and annual reports for study sponsors, regulatory officials, and Data and Safety Monitoring Boards.
- Managed a \$2.5 million grant budget. Processed purchase orders and check requests for ongoing study expenses.
- Presented results from interim data findings at a national conference to an audience of approximately 800 researchers.

**US DEPARTMENT OF VETERANS AFFAIRS, VA PUGET SOUND HEALTH CARE SYSTEM, SEATTLE, WA**

***Research Health Science Specialist, July 2009 – October 2011***

- Research coordinator for VA-funded projects in rehabilitation medicine and orthopedics and sports medicine. Surveyed patients and collected health outcomes data via paper and electronic data capture.
- Provided administrative support to the VA Center for Limb Loss and Mobility. Assisted with preparation for Center events and meetings, an annual research symposium, and audits.

**US DEPARTMENT OF VETERANS AFFAIRS, LOUIS STOKES VA MEDICAL CENTER, CLEVELAND, OH**

***Health Technician, July 2009 – June 2009***

- Research coordinator in the Geriatric Research Education and Clinical Center; served as a study therapist for blinded follow-up visits using motivational interviewing.

- Collected and maintained extensive chart review data for a study examining Vitamin D deficiency in 1,000+ Veterans receiving care throughout the greater Northeast Ohio region.

#### **GILMOUR ACADEMY, GATES MILLS, OH**

*Residence Hall Proctor, July 2008 – June 2009*

- Tutored and provided academic support for students in grades 7-12 at a co-educational boarding school.
- Responsible for developing academic and educational residence hall programming in collaboration with a team of six staff.

#### **CENTER FOR HEALTH PROMOTION RESEARCH, CASE WESTERN RESERVE UNIVERSITY, CLEVELAND, OH**

*Research Assistant, January 2008 – June 2008*

- Provided administrative support and literature reviews for faculty. Wrote statistical code and syntax using SPSS.

### **Education**

#### **EVANS SCHOOL OF PUBLIC POLICY & GOVERNANCE, UNIVERSITY OF WASHINGTON, SEATTLE, WA**

- Executive Master of Public Administration (MPA), Graduated June 2019.
- Recipient of Exceptional EMPA Student Award for Cohort 15. Cumulative GPA 3.83.

#### **SEATTLE UNIVERSITY, SEATTLE, WA**

- Masters-level coursework in educational psychology, September 2009 – March 2010. GPA 4.0.

#### **JOHN CARROLL UNIVERSITY, UNIVERSITY HEIGHTS, OH**

- Bachelor of Science (BS), Graduated May 2008. Major GPA 3.82. Cumulative GPA 3.70.

### **Skills**

- Microsoft Office Suite: proficiency using Outlook, Word, Excel, PowerPoint, Access, SharePoint and Publisher.
- Communication and project management tools: Smartsheet and Microsoft Teams.
- Aptitude for survey design, data management, and grants management across multiple platforms.
- Knowledgeable of medical and clinical terminology, NIH Grants Policy Statement, HIPAA and Good Clinical Practices, and Institutional Review Board policies and procedures.

### **Publications and Presentations**

- **Benich MR**, Liaw-Gray J, McElroy MP, Painter K, Pena AP, Perez JP. Innovation through Co-location: A pilot model to support pediatric cancer research at Seattle Children's Research Institute. Seminar session at the Society of Research Administrators International Western/Southwestern Meeting, March 2019, San Diego, CA.
- **Benich MR**, Ledoux WR, Orendurff MS, Shofer JB, Hansen ST, Davitt J, Anderson JG, Bohay D, Coetzee JC, Maskill J, Brage M, Houghton M & Sangeorzan BJ (2017). Comparison of Treatment Outcomes of Arthrodesis and Two Generations of Ankle Replacement Implants. *Journal of Bone and Joint Surgery*, 99(21), 1792-1800.
- Turner AP, Hartoonian N, Sloan AP, **Benich M**, Kivlahan DR, Hughes C, Hughes AJ, & Haselkorn JK (2016). Improving fatigue and depression in individuals with multiple sclerosis using telephone-administered physical activity counseling. *Journal of Consulting and Clinical Psychology*, 84(4), 297-309.
- Donahue M, **Benich M**, Clark A, Gest A, Rothen M. Keeping Calm in Chaos – A Discussion with Multi-Site Study Project Managers (Panel Discussion). *Research Coordinator Networking and Education Day*, University of Washington, April 2014, Seattle, WA.
- Sangeorzan BJ, **Benich MR**, Hansen ST, Shofer J, Segal A, Whittaker E, & Ledoux WR (2011). Prospective Comparison of Functional Outcomes Following Ankle Arthrodesis and Ankle Arthroplasty. *Orthopaedic Discoveries* 2011, 63. Presented as lead speaker, American Orthopaedic Foot and Ankle Society, Annual Meeting June 2012, San Diego, CA.
- Thuillier D, Sangeorzan BJ, **Benich M**, & Hansen ST (2014). Ankle Arthroplasty with Subtalar Fusion or Tibiotalocalcaneal Fusion for Patients with Concomitant Tibiotalar and Subtalar Arthritis. *University of Washington Department of Orthopaedics and Sports Medicine*, 34. Presented at American Orthopaedic Foot and Ankle Society, Annual Meeting, September 2014, Chicago, IL.
- **Benich MR** & Yost JY. Recategorization Due to Disability Information: A Test of the Continuum Model. Paper presented at the Midwestern Psychological Association 80<sup>th</sup> Annual Meeting, May 2008, Chicago IL.

## **Volunteer Service**

- Food Lifeline volunteer, February 2012 – Present. I am a sort and repack volunteer to help Food Lifeline rescue more than 40 million pounds of food annually. We prepare food for distribution to food banks, shelters, and meal programs across King County.
- High School Mentor, College Success Foundation Achievers Program at Cleveland High School, March 2011 – June 2013. Provided academic advising, college planning, and assistance with college and FAFSA applications for two students.
- Kingston, Jamaica, June – July 2007. I participated in a service immersion trip and volunteered at the Bustamante Hospital for Children, along with 20 students and faculty members from John Carroll University.

## **References**

- Reference available upon request.