

# KATHRYN HENDRY

## PROFESSIONAL SUMMARY

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Research and Development, Grants and Contracts and Higher Education Professional with a combined 17 years of experience in research administration, grant management, project management, and strategic planning. Demonstrates proficiency in technical writing, federal policies, and budget management, complemented by skills in policy writing and report design. Adept at fostering innovative programs and community outreach, aiming to drive forward-thinking initiatives in academic and research settings.

## EMPLOYMENT HISTORY

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### ASSISTANT DIRECTOR, SPONSORED GRANTS & CONTRACTS

Feb 2020 - Present

*Florida Institute for Human and Machine Cognition (IHMC)*

*Pensacola, Florida*

- Executed all functions of an experienced pre-award research administrator including budget development and analysis.
- Submitted 75-125 proposals annually to various funding agencies including but not limited to NSF, NIH, ARPA-H, DOE, USDA, and all branches of the DoD (ONR, AFRL, ARL, DARPA, IARPA, etc.).
- Provided Project management for research proposals in development.
- Oversee grant and contract processes, ensuring compliance with federal regulations. Analyze funding opportunities, optimize resource allocation, and enhance operational efficiency.
- Streamline grant processes, ensuring federal compliance. Analyze funding opportunities, optimize resources, and drive operational improvements.
- Spearhead contract management, maximizing funding utilization. Implement strategic resource allocation, resulting in enhanced project outcomes.
- Foster cross-functional partnerships to align grant objectives with organizational goals. Facilitate seamless communication between researchers and funders.
- Envision and implement long-term strategies for sustainable funding growth. Anticipate future trends in grant landscapes, positioning IHMC for continued success.
- Introduced contract management initiatives, maximizing funding utilization and implementing strategic resource allocation for improved project performance.
- Optimize grant processes for federal compliance. Analyze funding opportunities, allocate resources strategically, and drive operational enhancements.
- Develop long-term strategies for sustainable funding growth. Anticipate grant landscape trends, positioning IHMC for future success.
- Envision and implement innovative approaches to grant management. Identify emerging opportunities and position the institute at the forefront of research funding.

### SENIOR GRANT SPECIALIST/RESEARCH ADMINISTRATOR

Jul 2015 - Feb 2020

*University of West Florida*

- Conducted and executed all Pre-Award proposal and contract services for a predominately undergraduate university.
- Orchestrated strategic initiatives for internal funding opportunities (\$2M portfolio).
- Optimized operational processes and enhancing efficiency.
- Fostered partnerships between researchers and funding agencies. Facilitated interdisciplinary projects, driving innovation in grant acquisition strategies.
- Oversaw meticulous budget preparation and financial reporting for multi-million-dollar grants. Ensured accuracy and compliance in all documentation.
- Mentored faculty and staff on grant writing best practices. Developed comprehensive programs, elevating institutional grant success rates.

### PROGRAM DIRECTOR, ARC GATEWAY PALS

Oct 2014 - Jun 2015

*Pensacola State College*

### PRODUCTION COORDINATOR/INSTRUCTIONAL DESIGNER

Jan 2013 - Aug 2014

*Embry-Riddle Aeronautical University, Worldwide*

**ASSISTANT TO THE CHIEF TECHNOLOGY OFFICER**  
*Embry-Riddle Aeronautical University, Worldwide*

May 2010 - Jan 2013

**ADMINISTRATIVE SUPPORT/SUPPLEMENTAL LEARNING & PROGRAM ASSISTANT**  
*Hillsborough Community College*

Aug 2007 - May 2009

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## EDUCATION

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**MASTER OF SCIENCE**  
*Embry-Riddle Aeronautical University, Worldwide*

May 2014

*Daytona Beach, Florida*

Major: Leadership (specialization: Business Management and Entrepreneurship)

**BACHELOR OF ARTS**  
*University of South Florida*

May 2010

*Tampa, Florida*

Major: Communications (specialization: Public and Cultural Communications)

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## SKILLS

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Sustainability initiatives, Innovative problem-solving, Data visualization, Cross-functional collaboration, Resource optimization, Strategic foresight, Simulated environments, Organizational growth, Operational efficiency, Research administration, Fundraising, Philanthropy, Proposal development, Contract negotiations, Grant management, Research development, Federal policies, Regulations (FARS/DFARS/OMB), Strategic planning, Program development, Community outreach, Policy writing, Procedure writing, Grant programs, At-risk programs, Retention strategies, Faculty research, Technical writing, Marketing design, Public speaking, Budget management, Data analysis, Report design, Presentation design, Instructional design, Curriculum development, Teaching, Training, LMS, Blended learning, eLearning, Cloud learning, Simulated environments, Banner, Atlassian, Canvas, Blackboard Learn, Microsoft Office, ORACLE, SharePoint, HTML, Windows, Adobe Professional, Adobe Connect, Web conferencing, ePortfolio, Virtual labs.

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## ADDITIONAL INFORMATION

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### EXTERNAL RESEARCH SUPPORT

*New Research Program, National Council of University Research Administrators (NCURA)*

Increasing the Odds of the Return on University Investments into Faculty Research: Skills versus Money. Principal Investigator.  
04/01/2018-05/01/2019. ~\$9,999.

### PUBLICATIONS

Hendry, K. A., Stam, C., & Walker, H. (2017, December 01). The Grant that Keeps on Giving. NCURA Magazine, XLIX(6), 8-8.