

Becky Hundley

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PROFESSIONAL EXPERIENCE:

President

September 2018 – present

Hundley Consulting, LLC

- Provide consultation services to universities in all aspects of sponsored research, with an emphasis on pre-award, technology transfer and research compliance topics.
- Served as Assistant Vice Chancellor for Research and Engagement at the University of Massachusetts, Amherst. Primary duties included review and negotiation of zero-dollar contracts e.g. Data Use Agreements, offered guidance for staff regarding research compliance questions and supported the Center for Braiding Indigenous Knowledge and Science (CBIKS) a new NSF funded center with contracting and general research administration guidance. This was a six-month initial contract that was extended to one year.
- Supported a DoD manufacturing institute with the set-up of its grants and contracting department. This included development of policies & procedures, contract templates, federal grant submissions, and all contracting until a Director of Grants and Contracts was hired. This was a six-month initial contract that was extended for two years until the contract department was fully staffed. Drafted and negotiated over \$85 million in subawards and conducted subrecipient risk assessments on over 50 separate subrecipients.
- Assisted a medium-sized police department to develop a request for proposal document and scoring rubric to evaluate and hire an external consultant.

Director, Intellectual Property and Research Compliance

October 2015 – September 2019

Office of Research & Technology Transfer, Wichita State University (WSU), Wichita, Kansas

Technology Transfer Manager duties listed below, plus the following related to Research Compliance:

- Direct the evaluation, development, implementation, oversight, monitoring, and ongoing assessment of the research compliance program at WSU which includes import/export, international travel assistance, conflict of interest, shipping, review of VISA applications for export compliance, representations and certifications depository and responsible conduct in research.
- Oversee import and export compliance activities at WSU including export jurisdiction and classification determinations in accordance with U.S. Department of Commerce (EAR) and U.S. Department of State (ITAR) regulations, submission of requests to obtain export licenses and jurisdictional requests and review of shipping requirements.
- Review and interpret statements of work and compare with contract/grant language to determine appropriate export control determinations, and related language for inclusion. This includes reviewing applicable FAR/DFAR clauses and drafting guidance to Principal Investigators regarding the export compliance conditions for each research project. Familiar with federal and state contracts/grants, for example Department of Defense and federal government contractor subawards and flow-downs.
- Lead a small team of university compliance professionals.
- Conduct restricted party screening of visitors and customers against denied party and restricted entity lists utilizing Amber Road and Visual Compliance software.
- Conduct or coordinate preliminary investigations into research compliance questions, concerns, and complaints and in instances of noncompliance, ensure that appropriate preventative actions are taken, and reports made.
- Direct the process of evaluation, development, and periodic reviews of COI Management Plans to mitigate actual or perceived conflicts of interest as may relate to research activities of faculty and staff.
- Worked with the I.T. department to develop an in-house, online, automated conflict of interest reporting program to replace previous method which involved sending out paper forms to employees.

- Oversight of the development and maintenance of resources to support research compliance activities including a webpage, manual, educational/training program, and annual research compliance report.
- Review, update and draft new institutional policies and procedures related to research compliance.
- Member of Institutional Animal Care and Use Committee (IACUC) responsible for oversight of animals used in research activities at WSU.

Technology Transfer Manager

May 2013 – October 2015

Office of Research & Technology Transfer, Wichita State University, Wichita, Kansas

- Technology Transfer Office (TTO) key personnel with responsibility for development and implementation of office mission and growth strategies.
- Responsible for all day-to-day activities and functions related to WSU Technology Transfer, including budget preparation, accounts payable and accounts receivable.
- Oversight of the Intellectual Property portfolio, including review of disclosure forms, evaluation of intellectual property for commercialization potential, liaison between faculty and outside counsel, support and participate in all aspects of patent applications and defense.
- Draft and negotiate material transfer (MTA), collaboration, inter-institutional (IIA), non-disclosure (NDA/CDA), licensing agreements and other types of agreements as required.
- Point of contact for industry interested in collaborative or sponsored research projects as well as licensing opportunities; includes matching of outside parties with WSU faculty and facilities to encourage collaborations and experiential learning opportunities for students.
- Identify and contact potential licensees for WSU intellectual property.
- Preparation of non-confidential, technical information for marketing of WSU intellectual property.
- Collaborate on the drafting of proposals for submission to federal agencies to include letters of intent/support, budgets and statements of work. Included were federal grants that led to the implementation of the SBA FAST program in Kansas to bring awareness to the federal SBIR/STTR program for emerging technologies.
- Developed a comprehensive data collection survey that was used to assess areas of faculty research interests to then identify funding sources (via PIVOT, identify faculty interested in participating in collaborative research with industry and other universities).
- Provide training to WSU faculty related to Technology Transfer and Conflict of Interest.

Contracts /Intellectual Property (IP) / Special Projects/Training Manager

September 2009 – May 2013

Research Administration and National Institute for Aviation Research, Wichita State University, Wichita, Kansas

- Drafted, reviewed, interpreted, and negotiated contracts, subcontracts, amendments, and purchase orders for the National Institute of Aviation Research.
- Development of process improvement initiatives.
- Drafted and implemented employee manual and trained new employees.
- Key personnel for the development and execution of the Kansas Aviation Research and Technology Grant Initiative Membership Agreement; included meeting with senior level representatives from five major aircraft manufacturers and drafting a document acceptable to all.
- Worked with University General Counsel to develop form templates to decrease the processing times of contracts & enhance conformity additionally, revised WSU policy and procedure related to Intellectual Property and Technology Transfer.
- Liaison between Office of Research Administration and Conflict of Interest Review Committee for review of potential conflicts of interest and how to manage those conflicts.
- Developed paper and electronic file documentation system for IP; also created tracking spreadsheets to monitor IP files, number of reportable metrics.

EDUCATION:	Master of Business Administration	Baker University	<i>April, 2002</i>
	B.S. in General Studies	Emporia State University	<i>August, 1996</i>
	Emphasis in Biology/Health and Education		
MEMBERSHIPS:	Association of University Export Control Officers (AUECO) – past member		
	Association of University Technology Managers (AUTM)		
	International Compliance Professionals Association (ICPA)		
	National Contract Managers Association (NCMA)		
	National Council University Research Administrators (NCURA)		
	Society of Research Administrators International (SRAI)		
CERTIFICATIONS:	Certified Research Administrator (CRA)	Valid through 12/31/2024	
	Export Compliance Professional – EAR/ITAR (ECoP®) (Past)		
	SRAI Research Law Certificate (2010)		
	NCURA Research Compliance/Ethics Certificate (2020)		
	SRAI iSRA Science and Security Online Intensive Training Course (2020)		
STRENGTHS:	Strategic, Learner, Input, Individualization, Intellection		
PRESENTATIONS:	Co-Presenter, NCURA Regions III and IV Conference, April 2020, “Restricted Party Screening: Compliance with Limited Resources” (<i>Conference cancelled due to COVID-19</i>)		
	Co-Presenter, AUECO 2019 National Conference, “Restricted Party Screening: Compliance with Limited Resources”		