

Kimberly Read, PhD, MBA, CRA

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Education

PhD, Curriculum and Instruction in Higher Education – December 2016

Emphasis in Higher Education Administration

University of South Florida, Tampa, Florida

Master's in Business Administration – December 2005

University of Maryland University College, Adelphi, Maryland

Bachelor of Arts, Psychology – May 2001

University of South Florida, Tampa, Florida

Professional Experience

Assistant Chair for Operations – March 2024-present

USF Child & Family Studies (CFS), Tampa, Florida

A faculty administrator continuing the responsibilities detailed below. Now also responsible for research administration and research development curricula for faculty continuing education. Coordinates communication and marketing.

Director, Business & Research Administration – December 2020-March 2024

USF Child & Family Studies (CFS), Tampa, Florida

A faculty administrator who served as the Director of Business and Research Administration. Served as CFS leadership in conjunction with the Chair and other division directors to develop, implement, and steer the department's strategic priorities and goals. Ensured alignment of the financial model with the priorities and goals. Gave oversight to CFS's financial portfolio, which included revenue-generating auxiliary accounts, cost-recovery programs, E&G budgets, research initiative and start-up accounts, Foundation accounts, and grants and contracts. Oversaw the day-to-day business activities of the administrative team's six components – financial management, research administration, human resources, administrative services, academic services, and IT and marketing. Supervised the administrative team's twenty-five employees, of whom nine are direct reports. Directed the department's human resources for 265 employees across three research divisions and four academic programs. Provided support for the academic programs, including six certificates, two undergraduate minors, four master's, and a PhD degree.

Coordinator for Research Administration – May 2019-December 2020

USF Child & Family Studies, Tampa, Florida

Served as the Coordinator for Research Administration for CFS. Held responsibility for the development of CFS policy, in conjunction with the department leadership, as it related to the department's research enterprise. Coordinated research administration, including identification of potential funding opportunities, development of documentation and budgets, submission of grant applications, and setup of new awards. Gave supervision to the unit research administrators,

delegating assignments across divisions as needed. Trained new faculty and staff in research administration.

Assistant Director of Business Administration – July 2016-December 2020

Florida Center for Inclusive Communities (FCIC)

USF Child & Family Studies, Tampa, Florida

Served as the Assistant Director for the FCIC research center. Held responsibility for the general oversight of all administrative, fiscal, contract and grant, programmatic, and support functions. Held fiscal accountability for all division budgets, which included educational and general (E&G) funds, auxiliary accounts, Foundation accounts, research initiative funds, and extramural funding from federal, state, and private organizations. Worked closely with the division directors to effect change and improvement to align the center with its rapid growth and ever-changing scope of research and training activities. Gave oversight to all human resource functions.

Manager, Fiscal & Business Administration – October 2007-July 2016

USF Department of Chemistry, Tampa, Florida

Served as the grant/financial administrator and human resource professional for all department business. Responsibilities included budgeting, monitoring and forecasting, strategic planning, interviewing, hiring, rate planning, salary increases, promotions, terminations, layoffs, disciplinary actions, and direct supervision of employees.

Business Analyst/Project Administrator – April 2006-September 2007

USF Enterprise Business Systems Department, Tampa, Florida

Served as a project manager with responsibility for the project plans, monitoring and reporting, data compilation, coordination of testing strategies, and communication with stakeholders.

Research Administrative Associate – March 2001-March 2006

Alcohol & Substance Use Research Institute

USF Department of Psychology, Tampa, Florida

Served as the lab manager overseeing project budgets and expenses, procurement, human resource management, project reporting, and new project budget development.

Guide – February 1998-December 2009

About.com

Served as a journalist and website developer for a content site comprised of over 3,200 individual pages. Responsibilities included writing and publishing original content and a biweekly newsletter, search engine optimization, organization of content, and supervision of community volunteers.

Officer – June 1991-February 1998

The Salvation Army

Served as an officer holding the rank of captain. Managed a five-year, multi-million dollar building project through its full life cycle from feasibility and development to fundraising and construction. Organized annual and ongoing fundraising projects

through capital campaigns, planned giving, special events, and mail appeals. Submitted successful federal and state grant proposals. Managed multi-million-dollar annual program budgets. Responsible for organizing, implementing, and overseeing multiple service programs such as emergency/disaster relief and social services. Served as a liaison to the press and the community.

Teaching Experience

Adjunct, University of South Florida

Critical Thinking: Foundations of Interdisciplinary Knowledge and Inquiry (IDS 2378)
Summer 2024, Summer 2022, Summer 2021, Fall 2020, Summer 2020

Adjunct, University of South Florida

University Experience (SLS 1101)
Summer Semesters 2015-2019, Fall 2013

Adjunct, University of South Florida

Academic Foundations (SLS 2901)
Fall Semesters 2014-2016

Certifications

Certified Research Administrator – 2010-2025

The Society of Research Administrators International

Notary Public – 2008-present

State of Florida

Publications:

Read, K., Ventura, M., & Lucas, M. (2023, November). Team development: Restructuring your team. *Catalyst*. <https://www.srainternational.org/blogs/srai-news/2023/11/08/spotlight-team-development-part-two-restructuring>

Read, K., Ventura, M., & Lucas, M. (2023, October). Team development: Building your team. *Catalyst*. <https://www.srainternational.org/blogs/srai-news/2023/10/10/spotlight-team-development-part-one-building-your>

Read, K. (2023, September). Project delays: We have how much money left?! Minimizing the impact of large, unobligated grant balances. *Catalyst*. <https://www.srainternational.org/blogs/srai-news/2023/09/13/project-delays-part-3-we-have-how-much-money-left>

Read, K. (2016). *Continuing the career: An oral history of an emeritus professor*. (Doctoral dissertation). Retrieved from ProQuest, LLC. (10243045)

Read, K. & Young, W.H. (2014). Arrested Research. In T.D. Cox (Ed.), *Case studies for the new professor: Surviving the jungle of the academy*. Charlotte, NC: Information Age Publishing, Inc.

**Editorial
Experience**

Catalyst, Pre-Award Co-Editor – January 2025-present
Publication of the Society of Research Administrators International

Catalyst, Content Committee Member – January 2023-present
Publication of the Society of Research Administrators International

Beta Reader

Adaso, H. (2023). *The art of messaging: 7 principles of remarkable messages (or how to stand out in a noisy world)*. Self-published.

Presentations

Bristow, J., Helmrath, W. Pratt, K., **Read, K.** (2024, November 7- December 19). *Pre-award fundamentals intensive* [Webinar]. In the Society of Research Administrators Intensive Training Programs.

Read, K. (2024, May 10). *Research and collaboration strained through the sieve of export controls and foreign influence*, 2024 Southern Northeast Section Meeting of the Society of Research Administrators International, Hilton Head, SC.

Garza, M., **Read, K.**, & Seymour, A. (2024, May 9). *What are the career paths that lead to a director's position?*, 2024 Southern Northeast Section Meeting of the Society of Research Administrators International, Hilton Head, SC.

Read, K. (2023, October 17). *What did your principal investigator promise to provide on this proposal? Understanding mandatory versus voluntary committed cost share*, 2023 Society of Research Administrators International Annual Meeting, Seattle, WA.

Pratt, K., **Read, K.**, Clark G., & Sharma, A. (2023, October 17). *Come together, right now: Strengthening interactions between research administration and research development*, 2023 Society of Research Administrators International Annual Meeting, Seattle, WA.

Read, K., Seymour, A., & Stone, S. (2023, June 13). *What are the career paths that lead to a director's position?* 2023 Society of Research Administrators International Joint Section Meeting, Louisville, KY.

Alcaine, J. G., Pratt, K., **Read, K.**, & Stephens, F. (2023, May 9-June 8). *Pre-award fundamentals intensive* [Webinar]. In the Society of Research Administrators Intensive Training Programs.

Read, K. & Kreidler, K.M. (2023, April 25). *Whose approval is required for your proposal submission? Do you need all of these approvals?* [Webinar]. In the Society of Research Administrators International iSeries Conference.

Alcaine, J. G., Pratt, K., **Read, K.**, & Stephens, F. (2022, November 9- December 21). *Pre-award fundamentals intensive* [Webinar]. In the Society of Research Administrators Intensive Training Programs.

- Alcaine, J. G., Pratt, K., **Read, K.**, & Stephens, F. (2022, June 9-July 14). *Pre-award fundamentals intensive* [Webinar]. In the Society of Research Administrators International Intensive Training Programs.
- Read, K.** (2022, April 6). *Research and collaboration strained through the sieve of export controls*, 2022 Northeast-Southern Section Meeting of the Society of Research Administrators International, Philadelphia, PA.
- Read, K.** (2022, April 5). *Critical thinking as the go-to tool for making ethical decisions*, 2022 Northeast-Southern Section Meeting of the Society of Research Administrators International, Philadelphia, PA.
- Read, K.** (2022, April 4). *Facilities & administrative costs: Understanding the negotiation process*, 2022 Northeast-Southern Section Meeting of the Society of Research Administrators International, Philadelphia, PA.
- Alcaine, J. G., Pratt, K., **Read, K.**, & Stephens, F. (2021, December 8-17). *Pre-award fundamentals intensive* [Webinar]. In the Society of Research Administrators Intensive Training Programs.
- Alcaine, J. G., Hunt, C., **Read, K.**, & Stephens, F. (2021, June 17-July 8). *Pre-award intensive* [Webinar]. In the Society of Research Administrators Intensive Training Programs.
- Read, K.** (2020, July 20). *F&A costs* [Webinar]. In the Society of Research Administrators iSRA Summer Webinar Series.
- Read, K.** (2020, July 13). *Funding development* [Webinar]. In the Society of Research Administrators iSRA Summer Webinar Series.
- Read, K.** (2020, April 22). *F&A costs: Balancing sponsor requirements and institutional needs* [Webinar]. In the Society of Research Administrators International iSRA Virtual Conference.
- Read, K.** (2020, April 21). *Funding development* [Webinar]. In the Society of Research Administrators International iSRA Virtual Conference.
- Read, K.** (2020, July 13; 2019, September 17). *The grant treasure hunt: Identifying funding opportunities* [Webinar]. In the Society of Research Administrators International Education Series.
- Read, K.** (2019, March 11). *F&A costs: Balancing sponsor requirements and institutional needs*, 2019 Western/Southern Section Meeting of the Society of Research Administrators International, San Diego, CA.
- Read, K.** & Mothershed, V. (2013, May 8). *Mentoring as a research administrator*, 2013 Northeast/Midwest Section Meeting of the Society of Research Administrators International, Providence, RI.

Service

Immediate-Past President, Southern Section – June 2024-present
Society of Research Administrators International

Leadership Committee – June 2019-present
USF Child & Family Studies

President, Southern Section – June 2023-May 2024
Society of Research Administrators International

Huron Grants and Agreements Implementation Core Team – May 2023-May 2024
USF Research & Innovation

Power BI Beta Tester – November 2023-January 2024
USF Business and Finance

President-Elect, Southern Section – April 2022- June 2023
Society of Research Administrators International

Research Administration Subcommittee – February 2022-April 2022
University of South Florida

Research Council Ad-Hoc Member – January-July 2022
USF College of Behavioral and Community Sciences

Pre-Award/Research Development Workgroup – April 2019-June 2022
Society of Research Administrators International

Secretary, Southern Section – June 2020-April 2022
Society of Research Administrators International

Secretary, Governance Committee – July 2020-June 2021
USF Child & Family Studies

University Ad Hoc Research Budget Planning Workgroup – March-April 2021
University of South Florida

Chair, Undergraduate Psychology Alumni Society – 2014-2019
University of South Florida

The Research Administrators Improvement Network Associate – 2013-2018
USF Research & Innovation

Strategic Planning Committee – February 2016-July 2016
USF College of Arts and Sciences

Administrative Advisory Council – 2014 -2016
University of South Florida

Awards

Distinguished Research Faculty

Society of Research Administrators International – June 2022

USF Distinguished Undergraduate Psychology Alumni Award – October 2016

USF Psychology Undergraduate Alumni Association

**Professional
Organizations**

Florida Research Development Alliance (FL-RDA) – August 2023-present

<https://fl-rda.org/>

Society of Research Administrators International (SRAI) – 2010-present

<https://www.srainternational.org/home>