

CALLIE RIGGS

Summary of Professional Experience

Callie Riggs joined RTI International in 2006 as a financial analyst. She has since transitioned to the role of project administration specialist. In this role, Ms. Riggs has managed the contractual, administrative, and fiscal affairs for an international multisite research project, several small international projects, and several national multisite projects. Ms. Riggs assisted with the development of the capitation payment system for a large research project, and she is knowledgeable about making capitation payments in a multisite, multiple protocol project. She has previous experience developing proposal budgets for a variety of contract types at RTI. Ms. Riggs also has experience with program administration, cost accounting, contract management, and financial reporting.

Education

Professional Certification, Certified Clinical Research Professional, Society of Clinical Research Associates, October 2011.

MBA, East Carolina University, Greenville, NC, May 2002.

BA, Spanish, East Carolina University, Greenville, NC, December 2000.

Selected Project Experience

Recipient Epidemiology and Donor Evaluation Study (REDS-III) (2011 to date)—*Project Administrator*. Assists the principal investigator with fiscal management and budget preparation for this large multisite project. Manages consulting and subcontract agreements and payments. Provides monthly financial reports to project managers and quarterly financial reports to the National Heart, Lung, and Blood Institute.

Data Coordinating Center for the National Institute of Child Health and Human Development (NICHD) Neonatal Research Network (2007 to date)—*Project Administrator*. Assists the principal investigator in the fiscal management and budget preparation for this large U.S.-based multisite project. Manages capitation payments to clinical research sites. Assists with data management activities. Manages consultants and subcontractors as needed. Provides monthly financial reports to project managers and quarterly capitation reports to project managers and to NICHD.

HIV Surveillance in the Lesotho Military (2009 to 2010)—*Project Administrator*. Assisted principal investigator in the fiscal management of this international project. Assisted with preparation of quarterly financial reporting documents required by client.

Sickle Cell Demonstration National Coordinating Center (2006 to 2010)—*Project Administrator*. Assisted the principal investigator in the fiscal management and budget preparation for this large U.S.-based multisite project. Prepared quarterly financial reporting documents and monthly labor reporting documents required by the client.

International Epidemiologic Databases to Evaluate AIDS (IeDEA) Region 9 (2006 to 2009)—*Project Administrator*. Served as the business manager for the project. Responsibilities include budget preparation, vendor coordination, administration of grant funds, and general financial support. Interacted with foreign site staff to facilitate payment for invoices and verified that work has been completed; initiated contractual agreements with individuals and institutions in foreign research sites.

Professional Experience

2006 to date

RTI International, Research Triangle Park, NC.

Project Administration Specialist (2006 to date). Provides fiscal support to multiple national and international projects. Prepares and administers budgets and funding associated with federal cooperative grant awards. Interacts with foreign and domestic vendors and research units and provides overall business management to several grant-funded projects. Prepares budget submissions for both proposals and grant applications, hires consultants, and authorizes payments.

Financial Analyst (January to November 2006). Created budgets for proposals ranging in cost from less than \$10,000 to more than \$10 million. Provided budget analysis for projects from award through completion. Conducted forecasting on a monthly basis. Analyzed unallowable costs, indirect cost issues, and overrun projects, and reconciled issues with accounting or with technical staff.

2002 to 2007

MicroPhase Coatings, Inc., Garner, NC.

Financial and Managerial Assistant (part-time) (2006 to 2007). Managed books, including accounts payable and accounts receivable; created invoices for government contracts; and entered payroll on a monthly basis.

Office Manager/Financial Officer (May 2002 to January 2006). Managed books, including accounts payable and accounts receivable. Maintained books in accordance with government cost accounting standards. Developed cost proposals for government contracts. Created in-depth budgets to determine indirect rates for use in cost proposals. Developed monthly, quarterly, and long-term budgets. Managed more than \$2 million in government Small Business Innovation Research contracts, including preparing invoices and monthly financial reports. Annually prepared the incurred cost submission for the Defense Contract Audit Agency. Coordinated all accounting system audits, incurred cost audits, and security audits. Served as Facility Security Officer; developed company-wide security program; wrote and presented annual training material for cleared employees; and updated security program as required by the Defense Security Service.

Special Courses

Using Excel 2010 Data Connections: Web Queries, XML, and Databases, December 2013

The Society of Clinical Research Associates Clinical Research Professional Certification, Preparation and Review Course, September 2011

Collaborative Institutional Training Initiative Biomedical Research with Human Subjects Training,
September 2011
National Institute of Allergy and Infectious Diseases Grants Policy and Management Training, April 2008
Project Management Practices Unique to RTI, December 2007
Developing Business Proposals, July 2006
Understanding Contract Types, July, 2006
PRESTO Data Collection and PRESTO Reporting, September 2006
PRESTO Cubes, September 2006
Protecting Human Research Subjects Institutional Review Board Tutorial, January 2004

Languages

Intermediate Spanish

Books, Book Chapters, and Monographs

Auman, J. O., & Riggs, C. T. (in press). *CapiPay: A system for providing capitation payments to research centers involved in a multicenter clinical research network*. Research Triangle Park, NC: RTI Press.
