

# Lindsay K. Bartolomei

Chicago, IL

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## EXPERIENCE

### Post Award Research Manager

University of Chicago

September 2017 - Present

Chicago, IL

- Acts as an Authorized Organizational Representative to institutionally review, evaluate and execute awards
- Distributed 268 new awards in Fiscal Year 2021 totaling more than \$45M for the University of Chicago
- Prepares formal post-award correspondence regarding any arising issues, ensuring all required sections and proper clearances are obtained and provided on behalf of the University to federal and non-federal Sponsors
- Mastery knowledge of statutes, regulations, policies, and procedures of financial assistance programs, including their order of precedence and their application in the financial assistance lifecycle
- Processes more than 20 award closeouts monthly by ensuring all expenses are compliant with sponsor guidelines
- Serves as liaison and works in close collaboration with more than 40 departments, and sponsors regarding grants and contracts while acting as the single point of contact for department administrators for all post award needs
- Analyzes and negotiates FDP subaward agreements and non-federal grants and contracts terms and conditions
- Manages new and multi-year awards and conduct close out activities for more than 20 grants and contracts monthly
- Reviews all rebudgeting requests, “No Cost Extension” requests, other prior approvals for federal and non-federal sponsors to ensure they are reasonable, allocable and justified before submission
- Monitor’s labor, billing, and spend ensuring that delivery of assigned activities will occur within budget
- Provides training, technical assistance, oversight, and expertise to 4 new hires to the Post-Award team as Trainer
- Advises more than 40 departments on the interpretation, application and implementation of applicable laws and regulations, policies procedures pertaining to all aspects of federal awards
- Subject matter expert for departments across campus by reviewing contracts, statements of work, and budgets to ensure federal requirements are met and ensures that the statement of work is closely aligned with performance outcomes and the cost estimates.
- Creates and reviews fiscal integrity of financials; examines proposed budget against actual project costs while making appropriate adjustments, per university and sponsor guidelines, for unallowable costs, if needed
- Proposed suggestions for updates and changes to University operations while working with leadership to implement a standard policy and procedure for small balance write-offs that has saved resource hours on 2 teams
- Strategized during a pilot program for award management and strategic planning; created and presented a strategy to leadership which was approved and implemented; the result was an increase in performance and turn-around-time for the entire team
- Selected by management as a system checker for new grant management system rollouts, including: AURA Contracts and AURA Grants
- Knowledge of the multi-faceted nature of homelessness and outreach services, through the University’s Civic Engagement Department and managing funding from the City of Chicago and State of Illinois

### Pre-Award and Operations Manager - Cell Biology (Promoted) M-F,

Yale University

November 2015 - July 2017

New Haven, CT

- Participated in the review of proposals and funding decisions to ensure they are reasonable and justified
- Coordinated all Grant and Fellowship Pre-Award Processes and Deadlines, including budget preparation for new grants
- Collected and compiled documents for proposal to federal and non-federal sponsors for 20 faculty
- Ensured successful proposal review and submission to sponsors using different systems such as Grants.gov
- Responsible for finding and notifying faculty and fellows of new funding opportunities; resulting in multiple fellows receiving their first NIH NRSA awards
- Processed all “Just-In-Time” requests, including updated other support and revised budget documents
- Worked directly with faculty on planning and preparing documents required for the purchase of capital equipment and quote requirements for procurement purchases.
- Responsible for the management of the glass wash facility and staff; including monthly billing, maintenance and supervising staff

### Senior Administrative Assistant - Cell Biology

Yale University

January 2014 – November 2015

New Haven, CT

- Supported seven faculty members and their labs coordinating administrative, program and office activities
- Oversaw, instructed, and coordinated activities of support staff, expenditures and reconciling financials

- Established, selected, implemented, and coordinated office procedures and systems

**Client Associate Specialist**

**May 2012 – June 2013**

UBS Financial Services

Salt Lake City, UT

- Provided customer service for high-net-worth clients, answering the phone, processing legal paperwork
- Assist in creating spreadsheets to track wealth increases over the year and reconciling accounts

**EDUCATION**

**Bachelor of Science in Economics, Emphasis: Theory**

**September 2006 - August 2012**

Utah State University

Logan, UT

- Relevant Coursework: Accounting, Econometrics, Business Law, Business Communication, Economic Modeling