

# Lauren Gee, MFA

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## Personal Mission Statement

I am deeply passionate about the fields of research development and administration, and believe the two aspects are integrally linked in producing and managing winning sponsored projects. I have experience managing a large team, where we foster a sense of quality customer service and expertise, assisting PIs from across diverse disciplines and backgrounds. I am a dedicated trainer, and believe that ongoing education of our research administration professionals equips them with the tools they need to deliver exemplary service. My background in the development of high-risk/high-reward interdisciplinary proposals, coupled with my management and process development skillset, make me an excellent manager for special projects and day-to-day operations.

## Key Skills

- ✘ Experience developing processes and procedures for department-wide implementation in the largest department on campus
- ✘ Development of training and onboarding materials for research administrators at all skill levels
- ✘ Extensive experience in project management and organization, serving as team lead on diverse projects in all aspects of research administration/development
- ✘ Development of educational experiences and materials for a wide range of higher education audiences (early career faculty, tenured faculty, graduate students, etc.)
- ✘ Teaching and training lead on new processes and systems, including the onboarding of new faculty, the introduction of new agency policies, etc.
- ✘ Writing/editing of diverse materials, including proposals (all sections including narrative); marketing and educational materials; blogs/copy; and publications
- ✘ Experience as a member of DEI initiative teams at both departmental and university-wide levels

## Experience

### ***Research Development and Administration Manager***

*2022-Present • University of Wisconsin-Madison • Department of Medicine, School of Medicine*

**Managing a staff of 11 research administrators** responsible for the full research lifecycle of sponsored projects, from construction of winning proposals through successful closeout. **Full administrative management of all proposals** (federal and non-federal) submitted by all PIs in the Department of Medicine (the largest Department in the School of Medicine and Public Health), and **non-financial management of post-award processes**. Assist PIs with **proposal development process on large, interdisciplinary proposals**, including development of diverse research teams, construction of proposal materials, development of proposal elements and main research narrative, development of budgets, coordination with other university Departments/centers and external subawards. **Process and training material development** for diverse audiences, including research administrators, PIs, and research teams, both within department and externally.

### **Research Administrator, Pre- and Post-Award**

2019-2022 • University of Wisconsin-Madison • Department of Engineering Physics

**Pre-proposal development of federal and non-federal projects**, including large, interdisciplinary, multi-institution proposals (NIH, NSF, DOE, DOD, NRC), including full administrative management of material requests, editing, and final submission. **Post-award management** of multi-million dollar research portfolios of 10+ principal investigators with over 70 projects. **Team Lead of process development** for areas including pre-award processes, purchasing workflows, faculty onboarding, travel workflows, etc. Member of departmental DEI Initiative focus group; participant in UW Madison's Diversity Forum (2020, 2021).

### **Research Development Associate**

2018-2019 • Duke University • Office of Research Development • Durham, NC

**Campus-wide research development.** Specialties included **development of multidisciplinary "big bet" proposals** from major agencies, participation in team science efforts on campus, and the **development and administration of interventions** for effective team assembly/development, proposal writing, and editing best practices for funding opportunities from a wide range of sponsors (NIH, NSF, USAID, DOE, DOD, etc.). Team Lead on projects including website design and communications. **Outreach and training with PIs and teams** on creating diverse research teams and communication from "bottom to top."

### **Proposal Facilitator/Editor**

2015-2018 • Colorado State University • Research Acceleration Office • Fort Collins, CO

**Editing of complex, multimillion dollar funding proposals.** Included assistance in the composition and editing of proposal narratives, compilation of major proposal elements (budgets, biosketches, data management plans, etc.), administrative oversight of office business functions, and management of the RAO website and marketing materials. Special projects including campus outreach in team science interventions, interdepartmental communication, and intervention planning.

## **Education**

### **Colorado State University – Fort Collins, CO**

*MFA, Creative Writing; Graduated with Honors*

Focus on editing for publication; served as an associate editor for 3 years at the *Colorado Review*, an internationally recognized literary journal. Duties included administrative management of production and submissions, proofreading/copyediting, and design work in the full Adobe Suite (Photoshop, Illustrator, InDesign). Taught 200 level English courses for undergraduates. Editor of SpeakOut!, CO State University Community Literacy Center's publication featuring the work of incarcerated writers.

### **Oklahoma City University – Oklahoma City, OK**

*BFA, Acting – English minor, focus in writing and editing. Magna cum Laude.*

Worked on university's newspaper staff as an editor for three years. Efforts included editing and design in full Adobe Suite (Photoshop, Illustrator, InDesign).

## **Accolades and Memberships**

- Kevin Reed Award for Outstanding Research Administration Professional 2024, National Council for University Research Administrators (NCURA)
- Chair's Award for Excellent, Department of Medicine (2024)
- Elected Board-Member-at-Large, NCURA Region IV (2023 – Present)
- Chair, NCURA Region IV Diversity, Equity and Inclusion Committee (2023 – Present)
- Elected Member, NCURA National Select Committee for Diversity, Equity and Inclusion (2022-2023)