

SARAH HANSEN

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PROFESSIONAL SUMMARY

Seasoned research administration expert with **extensive experience in managing multimillion-dollar grant portfolios**, ensuring compliance, and driving operational efficiency. Proven ability to lead **pre- and post-award functions**, develop strategic initiatives, and deliver training programs that strengthen research capacity across higher education institutions.

EMPLOYMENT HISTORY

Business Center Manager II, University of Nebraska-Lincoln February 2023 - Present

Office of Sponsored Programs

Duties: In my current role, I manage the daily financial and HR/payroll functions across multiple agricultural research facilities across the state of Nebraska and support Extension programs in 83 county offices. I lead the statewide research team (pre-award and post-award) activities with a \$15M portfolio, ensuring compliance and efficiency. I have both designed and delivered training programs on business and research administration best practices.

Grants Coordinator III, University of Nebraska-Lincoln May 2020 – February 2023

Office of Sponsored Programs

Duties: My position at the Office of Sponsored Program included providing institutional oversight for submissions of grant applications on behalf of the University of Nebraska Board of Regents and faculty at the University of Nebraska-Lincoln. I oversaw pre-award proposal review and submission for 50+ departments, directly supporting faculty and their support staff at UNL to coordinate, develop and submit successful grant proposals for external funding. I verified compliance with University, State, Federal and sponsor policies and regulations and provide specialized one-on-one training (as requested) and various topics related to research administration and proposal submission.

Financial Specialist I, University of Nebraska-Lincoln January 2015 – May 2020

AEM Business Center

Duties: In this position I coordinated the pre- and post-award financial management activities of the grants/contracts process at the business center for my assigned units. I collaborated with administrators, faculty and staff to ensure proper policies and procedures were followed for both pre- and post-award transactions. I ensured accuracy relative to budget, fiscal allowability and funding restrictions; reviewed further obligations with contracts; and prepared and analyzed monthly financial and statistical reports. I was also responsible for Personnel Activity Reports (PARs) and cost share documentation associated with relevant grant accounts.

Project Specialist, University of Nebraska-Lincoln January 2014 – January 2015

Center on Children, Families, and the Law

Duties: In January 2014, my job duties were expanded from the duties listed in my previous position to include additional units within the Center on Children, Families & the Law (CCFL). I collaborated with faculty and staff to develop and prepare project applications and budgets. I monitored and evaluated grant expenditures on a monthly basis and prepared reports for Project Directors. I facilitated online trainings with training staff. I planned, organized, and delivered trainings across the state of Nebraska. I supervised student workers who assisted with account reconciliation.

Project Specialist, University of Nebraska-Lincoln November 2008 – December 2013

Center on Children, Families, and the Law

Duties: In this position, I served as liaison between the Midwest Child Welfare Implementation Center (MCWIC) Directors, Implementation Project Managers and ACF agency representatives for MCWIC's 10-

state region and 41 federally recognized tribes within the region. I collaborated with various stakeholders to prepare and submit reports to the federal funding agency. I provided guidance and projections to Project Directors and staff on financial matters related to operational, supply, travel and equipment expenditures. I coordinated MCWIC meetings and conferences including planning event agendas, engaging stakeholders, negotiating facility contracts, coordinating travel arrangements, processing reimbursement forms, arranging food service, facilities, equipment and managing registrations and relevant databases. I facilitated outreach activities including regional conference calls, webinars, and peer-to-peer networking activities.

Staff Associate, University of Nebraska-Lincoln

July 2007–November 2008

Center on Children, Families & the Law

Duties: My primary responsibility in this position was to provide support to numerous projects within the Center, with particular emphasis on the primary training project. I coordinated the production and distribution of all training materials to pre-service workers as well as proof-read and edited training curriculum, publications and reports while working closely with CCFL and NE Department of Health and Human Services' (NDHHS) trainers and staff. I assisted the Grants Specialist with budget preparation and grant monitoring. I prepared monthly financial reports for NDHHS. I supervised student workers with production of curriculum materials. I answered multi-line phone and directed callers and visitors as well as maintained schedules for 35+ faculty and staff.

AWARDS & SERVICE

- Outstanding Employee Award Recipient, IANR (2024)
- University of Nebraska-Lincoln Service Award – 15 years (2022)
- All-Staff Conference Steering Committee, Budget Chair (2021-2023)
- Service Delivery Initiative (SDI) Redesign, Finance Core Team Member (2019)
- Outstanding Employee Award Nominee, IANR (2018 and 2019)
- Committee member, YMCA Camp Kitaki Committee of Management (2011-present)
- Board Member, YMCA of Lincoln (2012-2014)
- Chairperson, YMCA Camp Kitaki Committee of Management (2012-2013)
- Volunteer of the Year, YMCA Camp Kitaki (2011)
- Staff Council, College of Arts & Sciences - UNL (2010-2011)
- Mentoring Chair, University of Nebraska-Lincoln Office Professional Association (2009-2010)

EDUCATION

University of Nebraska-Lincoln

May 1999

B.A., Spanish and Latin American Studies