

# Hang McLaughlin

---

## Education

August 2005                      University of Minnesota                      Minneapolis, MN

- M.Ed., Curriculum & Instruction

## Experience

02/2022-present                      University of Minnesota, Department of Surgery                      Minneapolis, MN

Grants & Contracts Manager

- Lead Department of Surgery Grants & Contracts team in both pre- and post-award to manage grant proposals and awards by creating tools and training materials to improve grants processes.
- Plan strategically for the growth of research within the Department of Surgery.
- Develop educational materials and present on research topics to faculty and staff.
- Read and interpret sponsor and institutional policies for application on proposals and awards.
- Collaborate with grant stakeholders, including PIs, researchers in other departments and other institutions, SPA, SFR, and departmental accountants.
- Provide communications and trainings for departmental faculty and staff regarding new research initiatives and sponsor requirements.
- Create and train a collaborative grants team that provides consistently excellent service that is accurate and efficient.
- Develop record retention system and tracking tools to capture proposal and award information for the department.
- Ensure compliance with University and sponsor research policies and procedures.

04/2020-02/2022                      University of Minnesota, Veterinary Clinical Sciences                      St. Paul, MN

Administrative Director

- Supervise and mentor two office staff and two student workers.
- Develop and streamline best practices and process improvement for various departmental functions including grants, communications, hiring, and promotion & tenure.
- Manage all pre-awards with various federal, business & industry, and foundation sponsors and helped with post-award issues such as no-cost extensions, carry forward requests, and other requests that require sponsor approval.
- Collaborate with College of Veterinary Medicine (CVM) Research Office staff and other Administrative Directors to streamline processes and to develop best practices for the pre-award team.
- Maintain 4 DEA licenses for the Veterinary Clinical Sciences department and manage requests for controlled substances for the department.
- Balance needs and concerns of faculty with varying interests – i.e., contract vs. tenured, clinical vs. research vs. teaching.
- Communicate effectively and professionally with researchers, faculty, coworkers within the department and within the college, other department administrators, accountants, SPA administrator(s), sponsor officials, and other professionals.
- Increase engagement amongst faculty and staff (created departmental newsletter, virtual Trivia Nights, virtual Cook-Alongs, virtual suggestion box, intradepartmental Google site).
- Create departmental reports for CVM Dean on quarterly and semiannual basis.
- Develop and implement collegiate initiatives as requested by CVM Dean and miscellaneous project management.

06/2016-04/2020                      University of Minnesota, Sponsored Projects Administration                      Minneapolis, MN

Sr. Grants & Contracts Administrator

- Manage and balance workload of senior level contract and grant expert in central sponsored projects office (required knowledge of sponsor platforms as well as UMN platforms such as ASSIST, Workspace, ProposalCentral, FastLane, and EFS).
- Work independently to review, approve, and submit extramural proposals for federal and non-federal research, public service and training grants.
- Successfully negotiate and execute contracts and grants.
- Issue and manage subawards and subcontracts.
- Communicate effectively and professionally with researchers, university attorneys, coworkers within SPA, department administrators, accountants, sponsor officials, and other professionals, regarding grants, contracts, and subawards.
- Resolve issues and concerns identified involving sponsored projects.

- Interpret sponsor requirements and ensure that those sponsor requirements are met.
- Assist in training and serve as a resource for other grant administrators.
- Commitment to research administration through attendance and participation in departmental and regional training opportunities, and engagement in departmental committees.
- Present at intramural and extramural conferences (annual SPA symposiums, NCURA regional meetings).
- Participate in National Council of University Researchers' (NCURA) Mentoring Our Own (MOO) program to develop leadership skills.
- Received delegated signature authority on behalf of the University to solicit, negotiate, and administer extramural support for sponsored projects.

11/2011-06/2016                      University of Minnesota, Transplant Surgery                      Minneapolis, MN  
Grants/Contracts Prof 2

- Managed NIH and pharmaceutical grant applications for the Transplant Division.
- Pre-award grant preparation, including identifying grant opportunities, grant preparation and submission, acting as liaison between PI, SPA, and the sponsor.
- Post-award grant work, including preparing NIH grant progress reports and carry forward funding requests, monitoring subcontract performance and funding, managing milestones for industry grants, and assisting in award closeouts for a variety of grants, including NIH P grant, U grant, and R01 grants.
- Coordinated and tracked paperwork for transplant fellows, including licensing, Fairview privileges, travel to conferences, reimbursements, etc.
- Manage Transplant Immunosuppression Course, including applying for CME, applying for grants, booking meeting location, inviting speakers, etc.

## **Skills**

Proficient at both PC and Mac use, proficient with various office equipment including copier, fax, printers, scanners, and digital cameras, 70+ wpm, experienced, fast learner, adaptable, can handle fast-paced environments, excellent time management, attention to detail, self-motivated, team player, organized, strong work ethic, self-starter, professional

## **Honors/Awards**

- NCURA Region IV Program Co-Lead (St. Louis meeting), 2025-2026
- NCURA Region IV National Annual Meeting Travel Award, 2024
- NCURA Region IV Volunteer Coordinator, 2024-present
- NCURA Region IV Board Member (elected), 2023-2025
- SPA Outstanding Service Award (2018 & 2019)
- Department of Surgery 5 Years of Service Award (2012)
- Awarded Department of Surgery Employee of the Month for June 2011
- Awarded Academic Health Center performance award for 2007

## **Accomplishments/ Extracurricular Activities**

- Earned badge for Digital Accessibility: Create Accessible Web Content (2021)
- Member of the Diversity Communities of Practice (DCOP) (2020-present)
- Member of Asian American Pacific Islander Desi Faculty & Staff Association Leadership Committee (2018-present)
- Obtained UMN basic Equity and Diversity Certificate (2020)
- Completed UMN Supervisory Development Course (2020)
- Completed NCURA Region IV Mentoring Our Own Program (2019-2020)
- Served as Spark and Discussion chair for NCURA Region IV conference (2019)
- Participated in leadership courses offered through the University of Minnesota (2019-2020)
- Obtained delegated signature authority for sponsored projects (2018)
- Successful management of 2013 and 2015 Transplant Immunosuppression conferences and 2011 Women in Surgery conference

## **Presentations/ Talks/ Posters/ Publications**

February 2017                      University of Minnesota SPA Symposium X                      Minneapolis, MN  
"Nuances for working with B&I"

July 2017                              Center for Magnetic Resonance Research Faculty Meeting                      Minneapolis, MN

“What does SPA do?”

February 2018                      University of Minnesota, SPA Symposium XI                      Minneapolis, MN  
 “Day in the Life of a SPA GA”

April 2018                      NCURA Region IV Spring Conference                      Des Moines, IA  
 “Day in the Life of a Central GA”  
 “Patient Care Costs vs. Lab/Medical Costs”

February 2019                      University of Minnesota, SPA Symposium XII                      Minneapolis, MN  
 “Delving into the FOA, NOA, and NOGA”

April 2019                      NCURA Region IV Spring Conference                      Columbus, OH  
 “To Track or Not to Track: It’s Weighing on Me” (discussion session)  
 “I Need to Relax, but I Can’t: Techniques to Turn Off Your Brain” (Spark session)  
 “How to Avoid Black Ice and Potholes on the Proposal Superhighway” (Spark session)  
 “How to Avoid Black Ice and Potholes on the Proposal” (poster)  
 “To Track or Not to Track: It’s Weighing on Me” (poster)

October 2020                      Veterinary Clinical Sciences Faculty Meeting                      St. Paul, MN  
 “Effects of Cost Sharing”  
 “Patient Care Costs vs. Lab/Medical Costs”

May 2022                      NCURA Region IV Spring Conference                      Minneapolis, MN  
 “Patient Care Costs vs. Lab/Medical Costs”

October 2022                      Department of Surgery Research Week                      Minneapolis, MN  
 “Surgery Grants & Contracts” (poster)

January 2023                      Department of Surgery Faculty Meeting                      Minneapolis, MN  
 “NIH Updates”

January 2023                      Medical School Grant Coordinator Meeting                      Minneapolis, MN  
 “NIH Data Management and Sharing Plan Summary”

May 2023                      NCURA Region IV Spring Conference                      Sioux Falls, SD  
 “Stop – Collaborate and Listen: A collaborative team model for research administration”

July 2023                      NCURA Sponsored Research Administration Guide                      320.16 pages 101-105  
 “Beyond Cooperation and Coordination: A Collaborative Team Model for Research Administration” (publication)

November 2023                      Department of Surgery Administrative Retreat                      Minneapolis, MN  
 “Grants and Contracts”

December 2023                      Department of Surgery Research Residents’ Enrichment Program                      Minneapolis, MN  
 “Grant Submissions”

April 2024                      NCURA Region IV Spring Conference                      Ann Arbor, MI  
 “Strengthening Preaward using Collaborative Team Practices”  
 “We’re All in It Together ... Aren’t We? Working with Other Institutional Groups in Research”

April 2025                      NCURA Region IV Spring Conference                      Chicago, IL  
 “I Love Leading a Team; I Hate Supervising People” (discussion session)  
 “It’s Fine, Everything’s Fine... Workload Assessment from Your Own Perspective”

## Hobbies

Reading, cooking, knitting, fountain pens