

Melaney “Laney” McLean, MPA, CRA

850.509.2698 | laneymclean@gmail.com

Enthusiastic problem-solving leader and research administration professional with a history of strong performance in higher education management

Professional Preparation

2018 Master of Public Administration, Florida State University. Focus: Leadership and Strategic Management. Supervisor: Fran Berry, PhD

McLean, Melaney J. (2018). *A Review of Employee Engagement Among Public University Research Administration Professionals*. Master's project, Florida State University

2005 BA, Florida State University. Major: American and Florida Studies

Professional Credential

2015–present Certified Research Administrator

Professional Experience

2018–present **Assistant Director**
Center for Advanced Power Systems (CAPS), Florida State University

- Oversaw growth of center research expenditures from \$5 million to \$12 million (FY 2015-2020)

Develop goals, objectives, and strategies for the financial and administrative operation of the center, including financial accounting, human resources (HR), procurement, and sponsored project management and reporting

Responsible for day-to-day center operations including oversight of all administrative and financial functions, including management of over 100 sponsored projects, center operating budgets, service center budgets, and foundation budgets (totaling \$12+ million in expenditures in FY 20)

Member of the CAPS Executive Committee, determining the direction of the center, long-term goals, and strategic planning; Work closely with faculty to grow the research enterprise at CAPS

Develop and implement policies and procedures for effective delivery of financial, administrative, and sponsored project management services to all stakeholders. Hire, train, and supervise all administrative and financial staff: accountants, grants analysts, administrative specialists, and assistants

Ensure center compliance with university, state, sponsor, and federal laws, policies, procedures, and guidelines

Sponsored project subject matter expert regarding all phases of sponsored project management (proposal, pre-award, post-award, compliance, reporting, and closeout); Oversight of proposal preparation, including budgets as well as award acceptance and project setup.

Liaison between CAPS research faculty and FSU Sponsored Research Administration, the FSU Research Foundation, Office of the Vice President for Research, and other university offices and departments such as the Controller's Office, Budget Office, Research Compliance, Information Technology Services, Procurement, and others as needed

Strategically manage the CAPS service center enterprise in accordance with university policy and federal regulations consistent with the FSU CAPS mission

Oversight of CAPS reporting to federal, state, and private sponsoring agencies. Oversight of annual Center and Institute reports to the State of Florida Board of Governors

2015–2018

**Business Manager
Center for Advanced Power Systems (CAPS), Florida State University**

- Reversed service center deficit of \$139,000 in 2015 by evaluating and revising processes, staffing, and billing; Maintained positive cash balance by monitoring revenue and expenses

Member of the CAPS Senior Management team

Responsible for daily operations of the center as well as oversight of all administrative and fiscal functions, including financial accounting, HR, procurement, and sponsored project transactions; Hire, train, and supervise all administrative and financial staff: accountants, grants analysts, administrative specialists, and assistants

Ensure center compliance with university, state, sponsor, and federal laws, policies, procedures, and guidelines

Work directly with research faculty to prepare and submit proposals, preparing budgets, cost share estimates and commitments, and other required documents

2013–2015

**Grants Compliance Analyst
Sponsored Research Administration (SRA), Florida State University**

Proposal package review and submission; award review, negotiation, and acceptance

Reviewed and interpreted complex compliance requirements and internal and external regulations, rules, policies, procedures, and guidelines including the OMB circulars and 2 CFR 200 (“Uniform Guidance”)

Extensive contract review and negotiation, especially complex contracts from industry partners subject to Federal Acquisition Regulation (FAR)

Provided regular training sessions for FSU personnel on topics including export control regulations, various sponsor electronic proposal submission systems, FSU research policies, and other topics as needed

Worked with SRA management to upgrade training plan and protocols

1997-2013

**Director of Contract Management
McLean Tennis, Inc.**

Managed projects from bid or negotiation stage through mobilization, commencement of job, active construction, reporting, punchout, and closeout phases

Read and interpreted architectural drawings, technical specifications, and complex contract documents, sourcing of materials, vendors, suppliers, and subcontractors. Negotiated best price/quality/availability

Negotiated contracts with General Contractors and subcontractors; Ensured projects were completed within required budget and schedule

Scheduled jobs, coordinating multiple job sites and multiple crews per site, prioritizing according to deadlines and requirements

1994–1997

**Area Supervisor
Actmedia**

Recruited, interviewed, hired, trained, and managed a team of 25-30 product demonstrators; Trained product demonstrators upon hiring, and in ongoing product updates using monthly presentations to groups ranging in size from 5-30+ demonstrators

Scheduled demonstrators on a weekly basis and conducted in-store visits of demos in progress, evaluated and documented proficiencies and deficiencies; discussed areas in need of improvement with demonstrators individually using a continuous improvement model; Reported distribution results, inventory, and weekly reconciliation to Unit Manager

Current Membership in Professional Organizations

National Council of University Research Administrators (NCURA)

Society of Research Administrators International (SRAI)

American Society for Public Administration (ASPA)

Nondegree Education and Training

In addition to ongoing professional development through virtual conferences and trainings:

2019	NCURA Region III Spring Meeting
2018	NCURA Annual Meeting
2017	NCURA Pre-award & Financial Research Administration Conferences
2016	NCURA Pre-award & Financial Research Administration Conferences
2016	FSU University Business Associates Partnership Program
2015	FSU Human Resources Sponsored Research Certificate
2014	FSU Human Resources Frontline Leadership Certificate
2014	NCURA Sponsored Projects Administration Level II Workshop
2014	NCURA Federal Contracting Tutorial
2013	FSU Sponsored Research Administration, CReATE: Compliance and Research Administration Training

Research and Original Creative Work

Nonrefereed Presentations at Conferences

McLean, L., & Slack, E. (presented 2017, March). *SBIR and STTR: Big Ideas for Small Businesses and Universities*. Presentation at Pre-Award Research Administration Conference, National Council of University Research Administrators (NCURA), San Diego, CA. (National)

Service

FSU University Service

Research Compliance Strategic Planning Committee, appointed by Associate VPR (2021)

Steering Committee Member, Huron Research Suite Implementation Project (2018–present)

Member, Research Administration Panel, appointed by Associate VPR (2018–present)

Federal Contracts Committee Member, FSU Office of Vice President for Research Roles and Responsibilities Project (2019–2020)

Privately Funded Grants Committee Member, FSU Office of Vice President for Research Roles and Responsibilities Project (2019)

Service to Professional Associations

FSU Campus Liaison, National Council of University Research Administrators (2019–present)

Social Media Coordinator, Region III, National Council of University Research Administrators (2019–2021)

Online Articles Committee Member, National Council of University Research Administrators (NCURA) (2019–present)

Changing Federal Landscape Content Curator, National Council of University Research Administrators (NCURA) (2018–2019)

Interim Social Media Coordinator, Region III, National Council of University Research Administrators (2017)

Chair, Collaborate Network Pre-Award Working Group, National Council of University Research Administrators (2015–2016)

Co-chair, Collaborate Network Pre-Award Working Group, National Council of University Research Administrators (2014–2015)