

LORELEI SELLS

EDUCATION

- 2016 Executive Master of Public Administration**
University of Missouri – Kansas City
- 2002 Master of Arts, Anthropology, Museum Studies sub-discipline**
Arizona State University, Tempe, Arizona
Thesis titled “Multi-media in Museums: Exploring Real and Virtual Objects and Experiences.”
- 1995 Bachelor of Arts, Anthropology**
Barnard College of Columbia University, New York, New York
Magna Cum Laude, Departmental Honors, Senior Thesis Distinction
Senior Thesis: “Expedient Lithic Technology at Lower Pescado Village: Zuni, New Mexico.”

WORK HISTORY

Director of Sponsored Programs **University of Tampa**

February 2017 to present

- Work to stimulate grant activity among faculty, including fostering knowledge of opportunities and assistance in preparing proposals.
- Consult with faculty on the design and submission of grant and contract proposals for external sponsorship from state, federal, local and other government agencies to enhance funding for research and scholarship.
- Serve as the lead writer in developing proposals in support of larger institutional initiatives.
- Provide oversight of the pre-award grants management process ensuring all proposals comply with federal, state, and University policies and regulations. Reviews and approves solicitations and proposal requests to ensure institutional eligibility. Provides interpretation of funding rules, regulations, and procedures relative to proposal submissions. Works closely with Development in the area of corporate sponsored research to ensure that units maintain open communication and coordination of efforts.
- Oversee the post-award grants management process for faculty, and administrative activities for government and all other grants awarded to faculty; works with Financial Management on management of grant accounts and audits; monitors grants to ensure expenses are paid according to government regulations within budget limits and timelines; maintains a comprehensive grants calendar to identify and track next steps, funding deadlines, and reporting requirements for these grants.
- Represent the University in relation to federal, state, and other government agencies, as well as Academic Affairs on committees within the University.
- Collaborate with other units in the design of workshops and strategies to promote faculty grant seeking.
- Assist the Faculty Development Committee and the Provost with internal grants to faculty.
- Assist and collaborates with the Institutional Review Board and the Institutional Animal Care and Use Committee.
- Member of National Council of University Research Administrators (NCURA), Society for Research Administration (SRA), Certified Pre-Award Research Administrator (CPRA)

**Assistant Director, Office of Sponsored Programs Administration
University of Kansas Medical Center Research Institute**

September 2015 to January 2017

- Working under the Director of Sponsored Programs Administration (SPA), I am responsible for the oversight, hiring, training and performance evaluation of 11 staff who manage all aspects of pre and post-award administration, as well as contract negotiation,
- Ensure efficient and effective functioning of sponsored programs administration with annual research expenditures of over \$115M
- Strong reputation for working with faculty and staff across campus on all aspects of research administration, including process improvements, communication, problem resolution, training, compliance, and data reporting
- Ability to multi-task and produce quality work in a deadline driven environment, as well as think strategically in the context of university administration
- Act on behalf of the director in her absence as signing authority for sponsored programs grants and contracts
- Develop and deliver campus wide communication and training programs in conjunction with Sponsored Programs Administration Director and Unit Research Administrators
- Participate in regional and national research administration professional associations

**Senior Grants and Contracts Administrator
University of Missouri – Kansas City**

January 2010 to September 2016

- Responsible for all aspects of pre-award grant and contract administration
- Knowledge of funding opportunities and guidelines for federal and other awarding agencies, including electronic research administration
- Formal and informal education of faculty and administrators about sponsored programs issues
- Ability to effectively collaborate and communicate with a variety of constituents, including faculty and staff, sponsoring agencies, and research administration and compliance community
- Administration of UM System funding programs at UMKC campus, Campus Pivot Administrator

**Development Officer and Research Administrator
College of Humanities**

University of Utah, Salt Lake City, Utah

June 2007 to January 2010

- Research, coordinate and prepare grants and proposals for submission to local and national corporations and foundations
- Facilitate faculty grant preparation, collaboration, review and tracking
- Serve as College of Humanities liaison with the University Development Office and Office of Sponsored Projects
- Work as a member of the College Advancement Team on a wide variety of topics and projects
- Coordinate activities of the Office for Interdisciplinary Studies

**Youth and Family Programs Coordinator
Natural History Museum of Los Angeles County, Los Angeles, California**

February 2002 to September 2005

- Create, develop, plan, implement and evaluate paid education programs
- Administer all aspects of revenue generating education programs including public lectures, field trips,

and youth and adult classes

- Collaborate with Curators and other museum staff on program development, supervise staff of 20

Assistant Director

Deer Valley Rock Art Center

Arizona State University, Tempe, Arizona

August 2000 to February 2002

- Manage administrative functioning of the Center
- Project management and evaluation
- Community relations and marketing
- Budgetary administration
- Facilitate long and short term planning goals

Education and Volunteer Coordinator

Deer Valley Rock Art Center

Arizona State University, Tempe, Arizona

August 1999 to August 2000

- Responsible for education program development, coordination, and evaluation for teachers, on-site visitors, and outreach
- Coordinate volunteer activities including training programs and continuing education

Teaching Assistant

Museum Studies Program, Department of Anthropology

Arizona State University, Tempe, Arizona

August 1997 to May 1999

- Responsible for course support, research support, academic program administration

Intern

Aboriginal Heritage Unit, Department of Anthropology

Australian Museum, Sydney, Australia

June to July 1998

- Outreach and museum training for Aboriginal communities interesting in repatriating ancestral artifacts

Archaeological Technician

National Park Service, Grand Canyon National Park, Arizona

October 1995 to November 1996

- Archaeological survey, recording, excavation, and mapping. Identification and cataloging of archaeological material, maintenance of records

Intern

Anthropology Department

American Museum of Natural History, New York, New York

September 1994 to May 1995

- Inventory of cultural collections in conjunction with Native American Graves Protection and Repatriation Act (NAGPRA) legislation compliance
- Laboratory analysis of Great Basin lithic artifacts, historical documentation and preservation

PUBLICATIONS AND PRESENTATIONS

- 2020 *Proactive Pre-Award Practices: Calibrating a Sixth Sense*. Presented at the annual meeting of the National Council of Research Administrators (NCURA), National Meeting, August
- 2019 *Getting to Yes in an Era of Compliance at a PUI: Points to Ponder While Working with Faculty*. Presented at the annual meeting of the National Council of Research Administrators (NCURA), National Meeting, August 6th
- 2019 *Sponsored Programs Administration as an Essential Service to Regional Accreditation*. Presented at the annual meeting of the National Council of Research Administrators (NCURA), Region III, Williamsburg, VA, May 9
- 2016 *Fundamentals of Pre-Award: Full Day Workshop*. Presented at the annual meeting of the National Council of Research Administrators (NCURA), Midwest Region. Kansas City, MO, May 1st
- 2015 *Effort Reporting: Understanding the Regulations*. Presented at the annual meetings of the Society for Research Administration (SRA) Western and Midwestern chapters. Kansas City, MO, March 31st
- 2015 *Research Administration Capacity Building Initiatives at Two Institutions*. Presented at the annual meetings of the Society for Research Administration (SRA) Western and Midwestern chapters. Kansas City, MO, March 30th
- 2015 *It's About the Money*. Presented at the annual meetings of the Society for Research Administration (SRA) Western and Midwestern chapters. Kansas City, MO, March 29th
- 2005 *Moving Mountains to Provide Access to Rock Art: Multi-media Interpretation of the Hedgpeth Hills Petroglyph Site*. In *Making Marks: Graduate Studies in Rock Art Research at the New Millennium*, edited by Jennifer K.K. Huang and Elisabeth V. Culley, pp. 211-219. American Rock Art Research Association Occasional Paper No. 5.
- 2005 *Beating the Competition: The Advantages of Cooperative Summer Camps*. Presented at the annual meetings of the Western Museums Association; Pasadena, CA, September 28.
- 2004 *Communication and Collaboration: Building Successful Interdepartmental Relationships*. Presented at the Museum Educators of Southern California (MESCA) Annual Institute; Los Angeles, CA, March 5.
- 2001 *Multi-media in Museums: Exploring Real and Virtual Objects and Experiences at the Deer Valley Rock Art Center*. Paper presented at the annual meetings of the Society for American Archaeology; New Orleans, LA, April 18.
- 2000 *Multi-media in Museums: Exploring Real and Virtual Objects and Experiences*. Paper presented at Visitor Studies Association Conference; Boston, MA, August 5.

PROFESSIONAL SERVICE

- 2014- 2015 Co-Chair, UMKC Staff Council Professional Development Committee
- 2013- 2015 UMKC Research Advisory Council Representative
- 2015 Co-Chair, SRA Western and Midwestern Section Meeting Sponsored Programs Administration Track

2012-2014 UMKC Staff Council Representative
2004-2005 Board Member, Education Consortium of Central Los Angeles
2005 Program Committee Museum Educators of Southern California Annual Institute