

# MICHELLE LORENZ, CRA, CGFM

## PERSONAL STATEMENT

---

I am interested in the opportunity to serve as Treasurer Elect for NCURA Region VII.

I have the requisite experience to serve in this role. I have over twenty years grant and contract administration experience. My research administration experience was attained through a variety of roles ranging from administrative support to a principal investigator which encompassed pre-award and post-award activities. As a research administrator for a university research unit, I was responsible for preparing our annual operations budget and financial status reports. Also, I have been a Certified Research Administrator since 2012 and a Certified Government Financial Manager since 2019.

Thank you for your time and consideration.

# MICHELLE LORENZ, CRA, CGFM

## EXPERIENCE

---

**University of Wyoming, Office of Sponsored Programs - Laramie, WY**

**July 2021 - Present**

*Post Award Specialist II*

- Administer a portfolio of the University's sponsored projects according to federal, State of Wyoming, University of Wyoming, and sponsor's regulations and policies. Duties include conduct special projects, serve as lead for Office of Sponsored Programs outreach training program, and supervise post award services team in the absence of Post Award Services Manager.

**University of Wyoming, Office of Sponsored Programs - Laramie, WY**

**July 2020 - June 2021**

*Sponsored Programs Administration Coordinator (New Title: Post Award Specialist I)*

- Administer a portfolio of the University's sponsored projects according to federal, State of Wyoming, University of Wyoming, and sponsor's regulations and policies. Duties include preparing financial reports, monitoring contractual compliance, and performing special projects.

**University of Wyoming, Wyoming Survey & Analysis Center - Laramie, WY**

**April 2017 - November 2019**

*Operations Manager*

- Manage, direct, and supervise all aspects of WYSAC's daily operations. Work directly with the Executive Director in resource (personnel and finances) allocation, planning, and accountability; to develop and set policy and procedures to assure operational efficiency and effectiveness; to monitor projects; to develop the annual budget; and to ensure regulatory compliance.

**University of Wyoming, Wyoming Survey & Analysis Center - Laramie, WY**

**June 2004 - March 2017**

*Business Manager*

- The Wyoming Statistical Analysis Center and the Survey Research Center merged in June 2004 to form the Wyoming Survey & Analysis Center. Duties remained the same.

**University of Wyoming, Wyoming Statistical Analysis Center - Laramie, WY**

**February 2003 – May 2004**

*Business Manager*

- Manage, direct and supervise business operations of WYSAC. Responsibilities include developing and reviewing business practices, policies and procedures for efficiency and for compliance with applicable rules; exercising direct budget responsibility and control over budget accounts; assisting project leaders and the Director with budgetary, financial, and personnel questions.

## CERTIFICATIONS

---

**Certified Government Financial Manager**, Association of Government Accountants

**2019**

**Certified Research Administrator**, Research Administrators Certification Council

**2012**

## EDUCATION

---

Bachelor of Arts, English, University of Wyoming - Laramie, WY

**2000**

## AFFILIATIONS

---

Association of Government Accountants

**2019 - Present**

Society of Research Administrators International

**2021 - Present**