

Dear Region VII Members,

It is with great enthusiasm that I submit my candidacy for the Region VII Member-at-Large position. I look forward to the opportunity to contribute meaningfully to our vibrant and collaborative community.

In my current role, I have had the privilege of leading post-award services at Utah Valley University, overseeing grants and contracts, and developing policies that have significantly contributed to the university's success. My role has allowed me to mentor and guide colleagues and deepened my appreciation for the value of collective insight and peer exchange. I have also had the opportunity to work on cross-institutional collaborations with other schools across the State of Utah, which have broadened my perspective and enhanced my ability to drive impactful initiatives.

My academic background includes a solid foundation in political science and public administration, and I hold a master's in public administration (MPA) degree. Previously, I served in various capacities at the Utah Department of Workforce Services where I gained insights into the complex nature of research administration as I worked as a grant administrator for programs serving individuals experiencing homelessness.

I am passionate about fostering professional growth and exchanging ideas that strengthen our collective expertise. Over the years, I have presented in sessions at both regional and national meetings. These opportunities have affirmed my commitment to building a community rooted in shared insight and collective growth.

As Member-at-Large, I will bring a thoughtful, solutions-oriented approach grounded in years of leadership and collaboration. I am committed to supporting our members and advancing the goals of Region VII through inclusive engagement and shared success.

I appreciate your time and consideration, and I look forward to the opportunity to contribute to Region VII's continued success.

Sincerely,
Alexandra Hartvigsen

Alex Hartvigsen

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EXPERIENCE

Director of Post-Award Services, UVU – Office of Sponsored Programs 2019-Present

- Supervise the operational management of the Office of Sponsored Programs Post-Award Services team including staff hiring, performance reviews, and corrective actions
- Manage a comprehensive grant and contract oversight program of more than 100 active awards for all departments across campus who receive funding from government and private sources
- Oversee grant award management activities to ensure that all awards are compliant with all sponsor requirements and applicable UVU policies and procedures
- Lead the creation of UVU policies related to sponsored program activities
- Coach faculty, staff, and university administrators on grant management and administration activities, providing each with post-award orientation, regular and ongoing mentorship, and tactical direction to ensure successful program completion
- Represent the university in administrative-level planning, strategy, and execution meetings with institutional grant administrators, government officials, and with other external organizations in post-award grant and contract-related activities

Program Specialist, State of Utah - Department of Workforce Services 2014-2019

- Assisted the Utah State Homeless Coordinating Committee to establish priorities for available funding and craft final funding recommendations for approval
- Monitored project performance and compliance throughout the year by providing informal technical assistance and formal monitoring
- Submitted required reports to federal and state partners
- Served as frontline administrator for Utah Homeless Management Information System (UHMIS) database. Expanded database to include two additional federal partner programs
- Revised UHMIS Standard Operating Procedures
- government and nonprofit agencies to ensure grants and programs were operating properly
- Created and deliver technical, policy, and programmatic presentations to staff, community partners

EDUCATION AND TRAINING

Master of Public Administration Brigham Young University, Provo UT

Significant Coursework:

Grant Writing	Governmental Finance	Nonprofit Resource
Project Management	Communication in Public	Development
Organizational Behavior	Administration	Program Evaluation
Negotiations	Public and Nonprofit	Nonprofit Finance
Economic Decision Making	Budgeting	HR Management

Bachelor of Arts Southern Utah University, Cedar City UT

Political Science with Spanish Minor

KNOWLEDGE

Leadership and Management Principles

- I gained knowledge in leadership and management principles through formal education and through the experience I have acquired by supervising, leading, and training direct reports and stakeholders throughout the University and community.

Higher Education Policies and Procedures

- Through my work at UVU as the Director of Post-Award Services, I am the subject matter expert for all UVU policies and procedures related to sponsored program management. This includes grant management, financial accountability and reporting, data system management, HR hiring practices, ethics, and compliance.

Business Concepts, Finance/Budgeting, and Organizational Effectiveness

- I collaborate with multiple faculty, departments, and external partners to ensure that all grant budgets are accurate and administered according to the requirements of the sponsor and relevant UVU policies. This knowledge allows me to monitor all grant expenditures to ensure that they are allocable to the project, reasonable, and consistently treated.

SKILLS

Project Management

- I constantly guide more than 100 grant awards through the various stages of project management. I initiate new awards by studying the award documentation and budgets. I develop individualized training for the grant recipient and provide ongoing support, mentorship, and monitoring, throughout the grant period of performance. At project conclusion, I oversee all closeout activities and processes mandated by the sponsor.

Organizational Leadership

- In my role at UVU, I interact with all departments in the university and community partners by leading and supporting their efforts in facilitating all monitoring and audit requests related to sponsored programs at UVU. I work closely with all affected parties to analyze and implement needed improvements.

Professional Communication and Grant Writing

- I regularly employ professional communication as I interact with partners from UVU, community members, and sponsors. I craft professional emails, reports, and grant proposals. I also create personalized training opportunities that are delivered in virtual, face to face, and written formats.

ABILITIES

Develop Professional Relationships and Partnerships

- My capacity to develop professional relationships and partnerships is demonstrated through an extensive professional network that I have cultivated through active participation with national professional conferences, service on advisory boards, and friendships with employees at UVU, other universities, and community partners. These relationships have proven to be invaluable resources as challenges arise.

Communicate Effectively During Difficult Situations

- My ability to communicate effectively during difficult situations is manifested in my balance of the dual roles as an advocate for faculty and gatekeeper for grant compliance. Although the compliance role often requires that I prohibit certain activities, I collaborate closely with faculty and applicable departments to develop acceptable alternative solutions.

Lead Without Having Direct Supervisor Authority

- I lead, mentor, and guide faculty and staff across campus with all sponsored program activities. Although the formal org chart does not reflect this responsibility, when grant-related issues and challenges arise, my role is to lead, motivate, and educate the faculty on how to best facilitate mutually beneficial outcomes while ensuring they maintain compliance with grant requirements and regulations.