

Hana Bahou

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Experience:

Senior Grants Administrator: Network Science Institute – Northeastern University – Boston, MA September 2017 – Present

Supporting Principal Investigators for Netsi Institute that are affiliated to multiple colleges at Northeastern University.

Pre - Awards: Responsible for the proposal submission, including ensuring timely, complete and accurate submissions. Review funding proposal opportunity announcements or requests for grant proposal to gain understanding or requirements, submission process and sponsor guidelines. Monitored and reviewed day to day operations of grants for all PIs at NetSi. The PIs for NetSi are faculty members from the College of Science, Khoury College of Computer Science, College of Social Sciences and Humanities, College of Business and the Marine and Environmental Sciences. Also assisted Post Docs and Researchers in developing their grants for submission. Each college has different policies and procedures that I have to follow and ensure compliance with fiscal and programmatic agency requirements.

Post - Award: Monitored grants activities and provided all PIs with reports on their grants to keep track of their expenditures. Processed necessary documents to cover the deficits to the accounts. Submitted documents to allocate personnel to the correct grants and followed up with HR about correcting the incorrect transactions. Assisted PIs in the preparation and submission of grant proposals on a timely manner. Assisted and advised department administrators on any grant issues and answered their questions and concerns. Works with PIs, colleges, departments and NU-RES to determine allowable and allocable projects charges.

Senior Research Administrator, Major Projects and Post Award Administration: 03/06/2017 – August 2017

Joslin Diabetes Center – Affiliated with Harvard Medical School

Under the direction of the Associate Director, Major Projects and Post Award Administration, manage a Full Sponsored Research post-award portfolio including oversight and management of financial policy, compliance and reporting issues that arise during the life of the award. Post-award responsibilities involve the administration of research projects to ensure they operate within financial limitations as well as their compliance with legal, sponsor and Center policies and procedures. Position also supports the development and

implementation of research business practices that establish effective and efficient administrative operations.

Research Grant/Administration Manager: 07/15/2012 - 02/15/2017 Northeastern University – Boston, MA

Bouve College of Health Sciences – Dean’s office of Research:

Perform Pre and Post award grants management for designated Principal Investigators, Department Administrators and Sponsors. Responsibilities will entail monitoring and administering Federal and/or state grant funds, including accounts reconciliation, resolve deficits and bringing grantees in compliance with the terms and conditions of the award and final closeouts.

Collaborations with Faculty and Office of Research Administration and Finance to ensure compliance and proper implementation of policies and procedures. Participates as liaison with Research Administration and finance offices to present the needs of the research faculty, i.e. Human Resources, Payroll, Finance, Purchasing and accounting. Participates as a departmental resource on grant application, submission and accounting issues.

Research Administrator: 03/03/2008 – 06/2012 Northeastern University – Boston, MA Physics Department – COS

Responsible for the daily administrative operations of defined research areas including grant and contract proposal preparation.

Management of financial transactions preparation of regular reporting on status of funding and approval of research expenditures. Collaborate with Faculty and Office of Research Administration and Finance to ensure compliance and proper implementation of policies and procedures.

Advises and assists faculty with research budget development and preparation.

Post- award responsibilities will entail accounting and administrative support including account reconciliation, providing financial statements, Projection reports, advising on allowable and appropriate expenditures.

Manage assigned accounts in detail, including purchasing, and research funded payroll monitoring/verification. Review expense reports for Faculty and their staff.

Ongoing communication to Physics Faculty in regards to University and Federal policies and regulations.

Administrative preparation for research staff hiring, and other personnel administration processing.

Work closely with department faculty, administrative officer, as well as staff and faculty from University units such as the Physics graduate office, Research Administration and Finance, Accounting office, Budget office, Procurement and accounts payable.

Other Qualifications:

Major strengths include strong leadership.

Excellent communication skills, competent, strong team player.

Dutiful respect to compliance in all regulated environment and supervisory skills.

Ability to provide a high level of customer service to faculty and staff in a professional, service-oriented, respectful manner using skills in active listening and problem solving.

Professional Accomplishments:

Assisted Faculty with the Banner Finance Terminology.

Provided Pre and Post award financial and administrative support for twenty three Professors – 108 accounts in the Physics Department.

Acted as department liaison between the Department and Research Administration and Finance.

Monitored and evaluated budget projections, anticipated problems and provided advice on budgetary opportunities to address anticipated projected shortfalls on an ongoing basis.

Education:

College degree in Banking and Finance - St Joseph University 1979 - 1983

Degree in Managerial Secretarial and Accounting - ME Technical School -1979

Other Training:

Obtained a Certificate of Accomplishment form National Council of University “Research Administrators” – August 2008

Obtained a Certificate of Accomplishment from National Council of University “Essentials of Sponsored Research Administration” – November 2010

Familiar with Federal Funding agencies and, Circular A-110 and Circular A-21

Attended several University Training Programs pertaining to Grants Administration and Finance @ RAF.