POSITION PURPOSE
Coordinate and assist in identifying and processing grants and contracts for research and instructional projects to assist in establishing significant revenue sources for the University. Position duties require a grasp of involved practices and precedents as well as scientific theory in an area specific in content and objective.

ESSENTIAL JOB FUNCTIONS
- Review and authorize highly complex or major research and instructional grant and contract proposals. Verify proposal budgets and language for completeness and general conformance with University and agency guidelines. Possess signatory authority for submission of proposals to funding agencies. Verify and authorize proposals reviewed by subordinate entry level professional staff.

- Advise and assist faculty in identifying funding opportunities to promote research grant activity. Provide information and guidance in proposal writing and the administration of grant funds by conducting instructional workshops and training sessions. Advise on agency deadlines and policy changes.

- Represent University to funding agencies in preparation and negotiation of contracts and subcontracts. Act as liaison between agency representatives and the General Counsel Office to facilitate contractual arrangements for research and instructional projects. Ensure conformance with University interests and sponsor guidelines.

- Prepare special reports and analyses for various University officials on research proposals and projects. Update and maintain reference material on funding sources for research, education or training activities. Maintain computerized database for information storage, retrieval and report preparation.

- Train and oversee support staff in methods and procedures. Verify accuracy of work performed by clerical staff. Interview and recommend employment of support staff. Provide guidance and instruction to lower level exempt professionals on policies and procedures in dealing with grant contract proposals. Authorize submission of proposals reviewed by subordinate entry level professional staff.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.
Perform related work as assigned.

**ADDITIONAL COMMENTS**
This senior level requires a grasp of involved practices and precedents along with some specialized technical knowledge to guide University personnel through the creation, acceptance and performance of research contract and grant activities. Work activities are dictated by established procedures, but require incumbent to apply these procedures to differing sets of circumstances, demanding the search for new applications of procedures. Incumbents provide instruction and guidance to faculty, management staff and exempt professionals in the policies and procedures of grant/contract provisions. This classification establishes work priorities and provides functional supervision over lower level exempt professionals as well as non-exempt clerical staff. This classification is typically located in the Office of Research and Sponsored Programs and reports to and receives work direction from a management level classification, i.e. Manager, Associate Director, Director, etc.

**MINIMUM QUALIFICATIONS**
- Graduation from an accredited college or university or an equivalent combination of education and/or experience.

- Considerable experience in grant administration and grant or general accounting.

- Considerable experience in preparing and reviewing grant proposals.

- Considerable experience dealing with federal agencies and other funding sources.

- Considerable knowledge of University organizational structure and operational policies and procedures.

- Strong oral and/or written communication skills.

- Considerable knowledge of and experience with FAS.

- Computerized database experience preferred.

- Typically, incumbents have held positions such as Information Officer, Accountant or Grant and Contract Officer.