

TITLE: <u>Grant/Contract Administrator</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PE340</u>
UNION: <u>P&amp;A – Local 1979, U.A.W.</u>	SALARY GRADE: <u>12</u>	EEO CODE: <u>30</u>
	FLSA: <u>Exempt</u>	E-CLASS: <u>PE</u>

**POSITION PURPOSE**

Coordinate sponsored program administrative functions for a School/College/Division or other unit<sup>1</sup>. This includes fiscal and administrative review of sponsored grant and contract proposals; review and processing of agreements; and the management and processing of financial transactions. Position duties require knowledge of and experience in University accounting and budgeting and sponsored project administration.

**ESSENTIAL JOB FUNCTIONS**

- Coordinate both the pre and post award aspects of the sponsored project administration process for for a School/College/Division or other unit<sup>1</sup> to ensure compliance with University, sponsor and other applicable policies, procedures, rules and regulations.
- Assist faculty in identifying funding opportunities and in preparing proposals to promote research and other sponsored grant activity. Review proposal budgets and narratives for compliance with University, sponsor and other applicable requirements; submit proposals to Sponsored Program Administration (SPA) to obtain required approvals;
- Review awarded grants and contracts in collaboration with SPA for fiscal and contractual content; review accompanying budgets for variance from proposal and to ensure funds are established appropriately in the University accounting system. Monitor expenditures to ensure compliance with University, sponsor and other applicable policies, procedures, rules and regulations; Assist faculty with budget transfers and project period extension requests; Monitor monthly payroll lists and authorize new accounts or payroll extensions; Review and coordinate close-out documents for sponsored projects.
- Serve as a resource to faculty and other staff within the unit by providing information and guidance on appropriate use of sponsored project funds. Serve as a primary liaison between principal investigators and SPA to identify and resolve problems as well as answer inquiries regarding University or funding agency guidelines, policies and procedures.
- Provide direct management over research funding;
- Develop and maintain databases for unit specific information utilizing University information systems. Perform financial analysis and prepare reports for School, College, Division or Department and central University administration on sponsored proposal, award, and expenditure activity. Update and maintain reference material on research funding sources.
- Supervise non-exempt clerical and accounting support staff including assignment of duties, training in policies and procedures and monitoring performance.
- Perform other related work as assigned.

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.

### **ADDITIONAL COMMENTS**

This classification requires experience in both pre and post award administration of sponsored grants and contracts. Work activities require knowledge and accurate application of University accounting and budgeting and sponsored project administration policies, procedures and practices. Incumbents are expected to provide guidance to faculty and staff within the unit in the application of these policies, procedures and practices. Supervision may be provided over non-exempt support staff. This position is located in a School, College, Division or Department grants administration area and reports to and receives assignments from a management level classification.

### **MINIMUM QUALIFICATIONS**

- Bachelor’s degree from an accredited college or university in Business or Public Administration or related field and reasonable experience in grant and contract administration; or a Bachelor’s degree from an accredited college or university in any field and considerable experience in grant and contract administration.
- Reasonable accounting experience with preference for sponsored project budgeting and accounting.
- Reasonable experience in proposal preparation for both federal and other sponsored funding sources.
- Reasonable experience in use of University information systems (e.g. Banner) and software used to track, analyze and present data (e.g. spreadsheets, charts, graphs).
- Demonstrated ability to analyze data and develop appropriate reports and other presentations.
- Some supervisory experience.
- Demonstrated ability to independently manage a variety of projects while ensuring appropriate tracking, quality control, follow-up and multiple deadlines are met.
- Reasonable knowledge and understanding of implementing business process improvements.
- Incumbents will typically have previous University experience as a Budget Analyst, Accountant or Administrative Assistant in a unit with significant sponsored project activity.

<sup>1</sup> A “unit” could be a Center, Institute, Department, or group of faculty/researchers.

PE340