

Job Template: Grants and Contracts Assistant

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Assistant
Job Category: P	Job Level: 1
FLSA Status: E	Job Code: B30000

P1: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Assignments tend to be reoccurring and work outputs generally are delivered in a prescribed form/format.
- May alter the order in which work or a procedure is performed to improve efficiency and effectiveness.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under supervision.
- Progress and outcomes are reviewed for consistency with instructions and established procedures.

→ *Context of Decisions*

- Determines the process of how work is to be done based on precedent, practice, and existing policy at the unit/office level.

→ *Job Controls*

- Receives some instructions with respect to details of most work assignments.

COMPLEXITY AND PROBLEM SOLVING

→ *Course of Resolution*

- Resolutions are typically generated by utilizing existing procedures or practice.
- Typically, problems can be quickly and relatively easily resolved.

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Job Title	Grants and Contracts Assistant
Job Category: P	Job Level: 1
FLSA Status: E	Job Code: B30000

→ *Measure of Creativity*

- Tasks or activities are reoccurring with emphasis typically on precision and timeliness of execution.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.

SCOPE AND MEASURABLE EFFECT

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.

Job Template: Grants and Contracts Assistant

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Assistant
Job Category: P	Job Level: 1
FLSA Status: E	Job Code: B30000

Job Template

GENERAL SUMMARY

Performs pre and/or post-award administrative duties related to the management of research grants.

REPORTING RELATIONSHIPS AND TEAM WORK

Works under supervision of a supervisor or manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Assists faculty with the preparation of grant applications for submission, including drafting proposal documents, informing faculty of submission process, establishing a grant record, and drafting budgets.
- Monitors compliance with guidelines from awarding agencies and maintains familiarity with terms and conditions associated with grants and awards.
- Supports monitoring, tracking, and interpreting fiscal records for a portfolio of accounts including payroll records, purchasing, travel, and other disbursements to maintain compliance with grant policies.
- Communicates financial information regarding grant accounts to faculty members, including remaining balances, anticipated payroll expenses, and incoming funding.
- Analyzes and verifies transactions related to grants and contracts accounts such as invoices, travel, reimbursements, and requisitions.
- Maintains internal records of grant applications and information, including budget details, invoices, correspondences, submitted applications, budget justifications, etc.
- Meets with faculty to explain services, communicate financial information, and assist with accounts as needed.
- Maintains internal grant management database with grant submissions and related account information.
- Corresponds with administrators from other institutions and federal sponsor contacts.
- Performs related work as required.

Job Template: Grants and Contracts Assistant

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Assistant
Job Category: P	Job Level: 1
FLSA Status: E	Job Code: B30000

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field and one year of related experience; OR combination of education and experience.

COMPETENCIES

Knowledge of:

- Financial regulations for federal and University funds
- Grant and University policies
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Meet established deadlines
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Run ad hoc reports on grant expenditures
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Grants and Contracts Associate

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Associate
Job Category: P	Job Level: 3
FLSA Status: E	Job Code: B30001

P3: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under limited supervision.

→ *Context of Decisions*

- Utilizes general departmental guidelines to develop resolutions outside the standard practice.

→ *Job Controls*

- Possesses considerable freedom from technical and administrative oversight while the work is in progress.
- Defines standard work tasks within departmental policies, practices, and procedures to achieve outcomes.
- Serves as the advanced resource to whom more junior employees go to for technical guidance.

Job Template: Grants and Contracts Associate

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Associate
Job Category: P	Job Level: 3
FLSA Status: E	Job Code: B30001

COMPLEXITY AND PROBLEM SOLVING

→ Range of issues

- Handles a variety of work situations that are cyclical in character, with occasionally complex situations.
- Issues are regularly varied.
- Problems tend to be technical or programmatic in nature.

→ Course of Resolution

- Assesses a variety of situations, and develops resolutions through choosing among options based on past practice or experience.

→ Measure of Creativity

- Issues are solvable through deep technical know-how and imaginative workarounds.
- Most of the obstacles, issues, or concerns encountered require considering alternative practice or policy interpretation.

COMMUNICATION EXPECTATIONS

→ Manner of Delivery and Content

- Regularly provides information on finished materials to others.

SCOPE AND MEASURABLE EFFECT

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents have an indirect impact on a larger action or process, such as serving as a single component in an approval process, where the process is “owned” by a different work unit.
- May be designated to guide or organize the work of several employees within the unit.

Job Template: Grants and Contracts Associate

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Associate
Job Category: P	Job Level: 3
FLSA Status: E	Job Code: B30001

Job Template

GENERAL SUMMARY

Provides support to pre and/or post award sponsored program administration.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under limited supervision of a supervisor or manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Explores, researches, and identifies appropriate funding sources consistent with department/school/division mission and goals; facilitates efforts to secure sponsored project funds, including development of proposals.
- Collaborates with other units or institutions to prepare large collaborative proposals.
- Serves as a liaison between the principal investigator and internal and external stakeholders
- Provides technical assistance in developing grant and contract proposals compatible with department/school/division interests.
- Assists with the review and submission of basic grant proposals for accuracy and conformance with sponsor and university requirements.
- May confirm investigators and other personnel on a proposal have completed required university, sponsor, regulatory, and other training mandates and disclosures.
- May assist with preparing budgets, setting up new awards, budget adjustments, and preparation of financial reports.
- Maintains and monitors project budgets.
- Works with appropriate fiscal administrator and or SPS to ensure compliance with funding agency guidelines for allowable costs, including salary, fringe benefits, purchase of equipment, matching funds required, etc.
- Maintains records and prepares project status reports.
- Performs related work as required.

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Occupational Group	Administrative Services
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Job Title	Grants and Contracts Associate
Job Category: P	Job Level: 3
FLSA Status: E	Job Code: B30001

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field and three years of related experience, or equivalent combination of education and experience.

COMPETENCIES

Knowledge of:

- Program and clientele served
- External funding sources and regulations
- Needs assessment, curriculum development, and evaluation methodology
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Meet established deadlines
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Grants and Contracts Specialist

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Specialist
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: B30002

P4: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.

→ *Context of Decisions*

- Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
- Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

→ *Job Controls*

- Has the latitude to make decisions on projects that they are accountable for delivering on.
- Free to plan and carry out all phases of work assignments.

Job Template: Grants and Contracts Specialist

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Specialist
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: B30002

COMPLEXITY AND PROBLEM SOLVING

→ Range of issues

- Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

→ Course of Resolution

- Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

→ Measure of Creativity

- Problems are not amenable to strict technical resolution, requiring innovative thinking.

COMMUNICATION EXPECTATIONS

→ Manner of Delivery and Content

- Regularly provides information on finished materials to others.
- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

- Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.

Job Template: Grants and Contracts Specialist

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Specialist
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: B30002

- Generally, have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is “owned” by a different work unit.

Job Template: Grants and Contracts Specialist

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Specialist
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: B30002

Job Template

GENERAL SUMMARY

Provides day to day management and oversight for a high volume of pre and/or post award administration.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a supervisor or manager. Serves a lead worker to employees who perform similar functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Provides technical assistance, guidance, and advice to faculty, administrators, and other professional staff for sponsored project administration.
- Reviews financial and administrative aspects of proposals or transactions to ensure compliance with federal and state statutes, University policy, and sponsor guidelines and requirements.
- Assists in obtaining approvals necessary for grants, contracts, subcontracts, and other agreements. Serves as a liaison between investigators, academic units and other administrative offices. May assist investigators with routing and required authorizations related to the proposal.
- Recommends solutions, assists with re-budgets, and assists with other changes when conflicts arise with contract provisions or grant requirements.
- Following University policies, sponsor requirements and state and federal requirements, identifies and assists with resolving grant and contract issues pertaining to budget, cost sharing, fiscal, administrative, and procedural constraints, and other similar matters.
- Maintains records in accordance with University, state, federal, and sponsor requirements. Provides records as requested, collaborates with SPS leadership in response to audits.
- Actively assists in the management of awards including budgets, billing, payroll calculations, adjustments, project reporting, and other post-award activities while verifying compliance with university and sponsor requirements.

Job Template: Grants and Contracts Specialist

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Specialist
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: B30002

- May perform award closeouts by working with the investigator and other university offices for timely sponsor reports.
- May participate in policy and procedure discussions and recommend policy or procedural changes as appropriate to improve efficiency and effectiveness.
- May participate in the development and delivery of sponsored program training.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field and four years of related experience, or an equivalent combination of education and experience

COMPETENCIES

Knowledge of:

- Federal and state laws, regulatory requirements, and University policies governing the planning, application development, and management of research and program grants and contracts for universities
- University procedures and processes for grant applications
- Research administration
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Provide grant application technical assistance and training
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Interpret and communicate detailed grant program guidelines, policies, and procedures
- Write and interpret technical contract language
- Maintain the confidentiality of information and professional boundaries

Job Template: Grants and Contracts Specialist

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Specialist
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: B30002

- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Senior Grants and Contracts Specialist

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Senior Grants and Contracts Specialist
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: B30004

P5: Level Standards

GENERAL ROLE

This level is accountable for serving in an advanced senior resource capacity in an area of specialization.

Incumbents:

- Serve in a subject leader and consultative capacity within an area of specialization.
- Serve in the most advanced capacity and frequently being assigned project leadership roles within a specific administrative/programmatic function or specialty area.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ *Context of Decisions*

- Decisions are driven by office/departmental policy and procedures.

→ *Job Controls*

- Free to plan and carry out all phases of work assignments.
- Has the latitude to make daily operational decisions.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Issues tend to be operational in nature.

→ *Course of Resolution*

- Identifies issues and gathers facts.
- Must understand the smallest details of an assigned area.

Job Template: Senior Grants and Contracts Specialist

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Senior Grants and Contracts Specialist
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: B30004

→ *Measure of Creativity*

- Problems are not amenable to strict technical resolution, requiring innovative thinking for resolution.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

- Actions regularly affect a department or a project outcome with department/office impact.
- Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
- Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Senior Grants and Contracts Specialist

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Senior Grants and Contracts Specialist
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: B30004

Job Template

GENERAL SUMMARY

Provides complex sponsored research administration and management, acts with institutional authority with sponsors and agencies.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under the direction of a manager. Serves as a highly advanced resource for sponsored programs administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Serves as an institutional resource to advise, interpret, and make determinations on proposal submissions, regulations and policies, sponsor award terms and conditions, and other matters, interprets all applicable sponsor policies, procedures, regulations, and statutes.
- Safeguards sponsored program funds through pre-award proposal reviews, post award transaction reviews, preparing reports, approving and processing to ensure accuracy and compliance with university policies and agency regulations.
- Approves sponsored project expenditures; certifies completeness, accuracy, and compliance of reports with all applicable regulations and policies; submits reports sponsors on behalf of the University.
- Identifies and resolves issues pertaining to technical budget, funding, cost sharing, allowable costs, fiscal, administrative, or procedural constraints, and similar matters.
- Serves as the University's liaison for negotiation of terms, changes in scope, effort commitments, no cost extensions and other related matters; serves as the University official to prepare, approve, and submit financial and compliance reporting to sponsors.
- Actively manages awards and approves financial transactions in accordance with cost accounting standards; makes account adjustments as needed; resolves discrepancies related to financial compliance or availability of funds.
- Facilitates award closeouts by working with the investigators and other university offices to prepare reports for sponsors.
- Maintains records in accordance with University, state, federal and sponsor requirements.

Job Template: Senior Grants and Contracts Specialist

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Senior Grants and Contracts Specialist
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: B30004

- Participates in policy and procedure discussions and recommends policy or procedural changes as appropriate to improve efficiency and effectiveness.
- Participates in the development and provision of university grant and contract training.
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- Six years of related experience, with at least two of those years working at an advanced/senior level or serving as project lead.
- An equivalent combination of education and experience may be substituted for the degree and years requirement

COMPETENCIES

Knowledge of:

- Federal and state laws, regulatory requirements, and University policies governing the planning, application development, and management of research and program grants and contracts for universities
- University procedures and processes for grant applications
- Research administration
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Provide grant application technical assistance and training
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Interpret and communicate detailed grant program guidelines, policies, and procedures

Job Template: Senior Grants and Contracts Specialist

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Senior Grants and Contracts Specialist
Job Category: P	Job Level: 5
FLSA Status: E	Job Code: B30004

- Write and interpret technical contract language
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management
- Exercise independent judgement based on knowledge of research administration, policy and regulation.

Job Template: Grants and Contracts Manager

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Manager
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: B30003

M6: Level Standards

GENERAL ROLE

This level is accountable for providing management of a small- to moderate-sized office or department charged with providing a variety of cross-disciplinary services. Incumbents should generally have oversight of professional and non-professional staff, as well as business and/or administrative operations. Positions at this level do not exclusively serve as the supervisory level to only student employees

Incumbents:

- Modify practices and procedures to improve efficiency and quality of services delivered by subordinate staff.
- Ensure policies and procedures are followed and functions are carried out efficiently and correctly.
- Are accountable for setting goals and objectives for staff members to achieve operational objectives and service standards.
- Distribute work and monitor workload among staff.
- Evaluate and monitor the accuracy, quality, quantity, and timeliness of services and activities.
- May develop/enhance processes and procedures to improve efficiency or effectiveness of services, as a means to fulfill departmental or office initiatives.

INDEPENDENCE AND DECISION-MAKING

→ Supervision Received

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ Context of Decisions

- Decisions are driven by departmental policy and procedures.
- Understands the smallest details of an assigned area.

Job Template: Grants and Contracts Manager

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Manager
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: B30003

→ *Job Controls*

- Free to plan and carry out all phases of work assignments, including the oversight of staff.
- Has the latitude to make daily operational decisions.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.
- Variables affecting the problem are generally known.

→ *Course of Resolution*

- Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area.

→ *Measure of Creativity*

- Problems require integrative solutions such as how technologies, processes, resources, and people all fit together.

SCOPE AND MEASURABLE EFFECT

- Serve as a manager of a moderate-sized department or office charged with carrying out cross-disciplinary tasks or functions
- Actions regularly affect a department or an office-centric outcome with departmental impact.
- Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
- Actions may have high-risk compliance or safety implications.
- Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Grants and Contracts Manager

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Manager
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: B30003

Job Template

GENERAL SUMMARY

Manages a team of grants and contracts administrators to ensure requirements are met and in compliance with university and sponsor rules/regulations. Provides day-to-day guidance and high-quality customer service to faculty, sponsors, and others in managing the technical and financial aspects of sponsored programs.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a manager. Manages a team of professional and/or non-professional staff serving a variety of departments and sponsors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role

- Manages and safeguards sponsored program funds by providing day to day guidance and supervision to a team of grant and contract administrators in conducting pre-award proposal reviews, post award transaction reviews, preparing reports, approving and processing various transactions to ensure accuracy and compliance with university policies and agency regulations. May include own caseload
- Oversees a team responsible for certifying that proposals and reports are ready to be submitted, including all approvals and required documentation, may oversee the submission of proposals.
- Oversees awards managed by team including budgets, payroll calculations, adjustments, project reporting, and other post-award activities; Ensures transactions are in accordance with cost accounting standards; reviews and makes account adjustments as needed; reviews and resolves discrepancies related to financial compliance or availability of funds.
- Manages and performs grant and contract award activities, including proposal processing, account set-up, compliance reviews, account reconciliation, expenditure reviews, financial reporting, and closeout.
- Ensures team maintains records in accordance with University, state, federal and sponsor requirements.
- Serves as a member of leadership team. Participates in establishing and updating office policies, procedures, processes, and initiatives.

Job Template: Grants and Contracts Manager

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Manager
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: B30003

- Works closely with SPS leadership on responses to auditors, gathers and provides supporting reports/documentation to facilitate the reviews.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field and six years of related experience. At least one of these years of experience must be overseeing large projects, or at least two years in a supervisory capacity over a small unit.

COMPETENCIES

Knowledge of:

- Federal regulations, sponsor guidelines, and the Federal Office of Management and Budget Uniform Guidance as it relates to sponsored program activities
- University policies and procedures related to and affecting sponsored program activities
- University financial systems
- Principles and practices of employee supervision
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Develop financial reports
- Review documents for conformance to sponsor requirements
- Meet deadlines
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Test and verify data during software upgrades and implementation
- Maintain the confidentiality of information and professional boundaries

Job Template: Grants and Contracts Manager

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Grants and Contracts Manager
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: B30003

- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Senior Grants and Contracts Manager

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Senior Grants and Contracts Manager
Job Category: M	Job Level: 7
FLSA Status: E	Job Code: B30005

M7: Level Standards

GENERAL ROLE

This level is accountable for providing management of a moderate- to notably-sized department charged with providing a variety of cross-disciplinary services. Incumbents should have oversight of professional and non-professional staff, as well as business and/or administrative operations. Positions at this level do not exclusively serve as the supervisory level to only student employees.

Incumbents:

- Modify practices and procedures to improve efficiency and quality of service delivered by subordinate staff.
- Research and apply better ways to effectively achieve end results by, for example, arranging/rearranging the way work is performed, changing elements of processes, and adding or deleting new or unnecessary capabilities/functionalities for subordinate staff, as needed.
- Set staff objectives, immediate- and/or long-term, as a means to fulfill departmental or division initiatives.
- Provide analytical, technical, and advisory support to more senior members within the same disciplinary track
- May determine how to achieve directives set by directors, at a department level.

INDEPENDENCE AND DECISION-MAKING

→ Supervision Received

- Works under general direction.
- Seeks assistance only when unique situations arise, coupled with financial impact to the division, and political consequence.

→ Context of Decisions

- Work is focused on and regulated by specific division goals and milestones.

Job Template: Senior Grants and Contracts Manager

Occupational Group	Administrative Services
Job Family	Grants and Contracts
Job Path	Grants and Contracts
Job Title	Senior Grants and Contracts Manager
Job Category: M	Job Level: 7
FLSA Status: E	Job Code: B30005

→ *Job Controls*

- Incumbents act based on own judgement as long as actions adhere to division policies and operating procedures, and remain focused on the division and departmental objectives.
- Subject to managerial controls through conferences, review of reports, and occasional departmental visits.
- Managerial controls are exercised on incumbents for matters of policy development and coordination, intermediate- and long-range planning, budgetary, and human resources based matters.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Problems are unique and unexpected.
- Challenges for problems arise due to lack of precedent or policy at a division or University level.

→ *Course of Resolution*

- Problems require response/adaptation to changing conditions or circumstances, necessitating enterprise and new approaches.
- Problem resolution should frequently require collaboration and coordination with units internal to the division, with occasional collaboration and coordination outside the division.

→ *Measure of Creativity*

- Incumbents are required to develop new policy for approval and conceptualize an implementation plan for new procedures or processes due to the new policy.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

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SCOPE AND MEASURABLE EFFECT

- Manage a department of notable size, complexity, and significance that, in part, directly affects how well the organization to which the department belongs operates.
- Actions regularly affect a department or a project outcome with division-wide impact.
- Actions generally have a direct impact on controlling such things as program scope, staff size and nature of work, scope of services, operating budget, etc.
- Actions may have high-risk financial, compliance, political or safety implications.
- Performance results tend to related to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

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Job Template

GENERAL SUMMARY

Provides oversight of a team(s) of grants and contracts professionals to ensure compliance with university and sponsor rules/regulations and all related requirements. Serves as University Signing Authority, provides final resolution on behalf of institution for a variety of matters.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under the general direction of a manager. Manages supervisors and/or professional staff. Frequently collaborates with other units across the university in support of research administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Oversees the implementation of sponsored programs administration and is responsible for the day-to-day delivery of services.
- Oversees team(s) of professional staff engaged in pre and/or post award administration; including certification of complete proposals and accurate reports for submission; may submit or oversee the submission of proposals and/or reports to sponsors on behalf of the University.
- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations; provides mentorship to managers and other staff in the administration of sponsored projects.
- Signs grants and contracts and related documents as an institutional signatory and ensures proper institutional signature practices within their SPS unit.
- Serves as institutional liaison to departmental research administrators, faculty, sponsors, and others in such areas as interpreting policies, regulations, and statutes, analyzing needs and resolving complex, rare and unusual problems as they arise.
- Serves as a senior member of leadership team. Leads and joins activities to establish and update policies, procedures, processes, and initiatives. Leads and participates in special projects as requested by the director or associate vice president.
- Works directly with auditors to respond to questions and findings regarding grants and contracts.
- Manage department wide activities as assigned by the Associate Vice President.

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- Represent director as requested at meetings and other activities.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field and 8 years of experience, OR Master's degree and 6 years of experience in sponsored program administration.
- At least two of years of experience supervising professional staff including evaluation and development.

COMPETENCIES

Knowledge of:

- Federal regulations, sponsor guidelines, and the Federal Office of Management and Budget Uniform Guidance as it relates to sponsored program activities
- University policies and procedures related to and affecting sponsored program activities
- University financial systems
- Principles and practices of employee supervision
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Develop financial reports
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Test and verify data during software upgrades and implementation
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management