**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 Receive*d

* 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.

*🡪 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**

**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.
* 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
* 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.