UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Specialist II, Grants & Contracts

DIVISION Academic Affairs (Research Office)

REPORTS TO: Director of Sponsored Project Review, Research Office

GRADE: 9

SUPERVISES: Clerical and Technical Support Staff as Assigned

BASIC FUNCTION:

Prepare and review grant/contract proposals and award documents; negotiate agreements with governmental and private sponsors on behalf of the University in accordance with relevant federal, state, University, and sponsor guidelines; draft or compile subcontracts and contracts as needed; develop budgets and other administrative details of proposals; adopt new computer technology for electronic transmission of proposals; and execute related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Adapt new technologies for electronic transmission of proposals as required by government funding agencies, NSF, HHS, DOD, etc.

Draft or compile appropriate agreements, subcontracts, or contracts for sponsored programs and projects, taking into account relevant requirements, statutes, regulations, and policies.

Review proposals for external funding and review agreements, award documents, subcontracts, purchase orders, or other sponsored-programs vehicles to assure compliance with all federal, state, University and sponsor requirements.

Develop budgets for sponsored project proposals. Meet with University faculty and staff to determine budget and other requirements of proposed sponsored projects; prepare budgets and administrative detail adequate for proposal submission, taking into account faculty/investigator program needs, indirect costs recovery requirements, and other requirements imposed by federal, state, University, or sponsor guidelines.
Build and maintain an electronic data-base containing factors that affect allowable University Grant costs.

Negotiate with sponsors on administrative and fiscal aspects of sponsored project proposals, awards, and amendments in accordance with relevant federal, state, University and sponsor requirements.

Maintain familiarity with federal, state, University, and sponsor requirements for University level externally sponsored projects and activities.

Supervise clerical and technical personnel as assigned; execute related duties as required.

OTHER DUTIES AND RESPONSIBILITIES:

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

A bachelor's degree with concentration in business, accounting, public administration, or related areas required; master's degree preferred. The following are also required; experience in preparing and negotiating sponsored projects proposals, budgets, agreements, contracts, and subcontracts in a university, hospital, or similar non-profit setting; knowledge of government software packages for electronic transmission of proposals; knowledge of principles and practices of budgeting for public sector university sponsored projects, as well as excellent writing, speaking, communication, and interpersonal skills. The following are also required: experience in desktop computer programs and routines in the areas of word processing, database, and spreadsheet functions; familiarity with federal, state, university, and sponsor level requirements for sponsored projects at the university level. A working knowledge of university organization and activities is preferred.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.