

**Job Code:..100895-2020**  
**Position #: (PSA) (E)**  
**Developed by:.....BW**  
**Reviewed by:.....DLJ**  
**Approved by:..... LK**  
**Date: .. 07/20**

**University of Rhode Island**  
**Position Description**

**TITLE:** Specialist I, Grants & Contracts

**DIVISION:** Academic Affairs (College of Nursing)

**REPORTS TO:** Business Manager and Associate Dean for Graduate Programs & Research

**GRADE:** 8

**SUPERVISES:** Student workers, support staff and/or SRGA (if applicable)

**BASIC FUNCTION:**

Responsible for the administrative and operational functions of the research activities within the College of Nursing (CON). Provide ongoing critical analysis of data on research activities for use by the CON Dean and Associate Dean for Graduate Programs & Research.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Monitor NINR, HRSA and other NIH websites of relevance to CON investigators for new announcements and developments related to extramural funding.

Assist CON investigators to prepare applications for extramural funding to NIH, HRSA and other organizations and foundations.

Support faculty investigators in a variety of pre- and post-award activities related to research and training grants.

Manage all areas of research-related procurement and grant application submissions.

Review proposals for correct components.

Develop orientations and training for new faculty and new investigators on the grant submission processes and URI and CON policies and procedures.

Analyze grant submission and grant funding data and prepare reports as requested by the Dean and the Associate Dean for Graduate Programs & Research.

Prepare grant budgets.

Monitor grant-related spending and prepare financial reports for PIs on a quarterly basis.

Compile information on research-related programs and activities.

Maintain and update databases on grant submissions, pending awards and funded projects.

Analyze trends in research activities and prepare reports.

Coordinate pre-award activities and services.

Coordinate post-award activities and services.

Oversee transfers and transitioning of grant-funded projects.

Ensure compliance with university, state, and federal guidelines as relevant, including CITI training.

Coordinate faculty requests for summer salary and grant-related course buyout.

Interface with the CON business office, investigators, OSP and other URI departments.

Train and supervise support staff members (e.g., SRGA.)

Orient new research project staff managers / coordinators to URI systems, policies, and procedures.

Collaborate with graduate faculty in providing training to PhD students in F31 and other grant funding opportunities (e.g., ANF grants.)

**OTHER DUTIES & RESPONSIBILITIES:**

Train and supervise assigned support staff and/or SRGA.

Train and supervise student workers as needed.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of three years of experience working with federal grants; Demonstrated experience with proposal preparation and submission; Demonstrated experience with grants administration and post-award management; Demonstrated supervisory experience; Demonstrated time management skills; Demonstrated ability to prioritize multiple tasks and meet deadlines; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations. Must be able to present a professional appearance.

**PREFERRED:** Demonstrated experience in research and grants management within URI; Demonstrated knowledge of federal agency grant funding mechanisms; and, Demonstrated proficiency with PeopleSoft software (including student, human resources and financial modules).

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