

Job Code: 100895D-2024
Position #: (PSA).....(E)
Developed by: TM
Reviewed by:.....TM, LK
Approved by:.....LK
Date: 07/20; 1/5/24

**UNIVERSITY OF RHODE ISLAND
Position Description**

TITLE: Specialist I, Grants & Contracts (Award Intake)
DIVISION: Research and Economic Development
REPORTS TO: Manager, Award Intake
GRADE: 8
SUPERVISES: Support Staff

BASIC FUNCTION:

Participate and support award intake, pre-award, and post-award functions within the Office of Sponsored Projects (OSP); assist in the coordination of critical activities that range from award intake, pre- and post-award functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Pre-Award Specific Duties:

Assist in the review, approval, and submission of proposal documents for sponsored projects, including requests for special handling (cost sharing, limited F&A, etc.). Manage the acceptance of amendments to sponsored agreements (e.g., grants, cooperative agreements, or contracts)

Award Intake Specific Duties:

Conduct pre-reviews on awards received in the grant management system, ensure all required fields are completed for award and sponsor detail and obtain Office of Research Integrity (ORI) approval if required.

Process No Cost Extension requests from the various departments to various sponsors as requested. Maintain No Cost Extension Request spreadsheet. Ensure requests are approved, monitored, and processed in a timely manner.

Monitor and process Dean's Pledge requests and No Cost Extension notices from sponsors in the grant management system. Ensure all forms are completed and signed as required. Create shell records for awards if necessary. Update tracking spreadsheets and electronically file documents as required.

Assist in the processing of administrative changes for awards in the grant management system - changes in personnel, rebudgets, etc. Electronically file all notices as required. Create Research Action Notices for awards not currently established in the grant management system. Maintain tracking spreadsheet.

Assign new award numbers as required for new research awards.

Conduct restricted party screenings as required. Review and clear potential matches if acceptable or forward to Export Control/Security Officers for review/approval when necessary.

Serve as backup for the Manager, Award Intake when necessary for award processing, status inquiries, tracking and assignments of awards for processing.

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

Monitor compliance and adherence to University, federal, and state policies and procedures.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers and word processing, electronic grant administration software, database and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of two years of experience working with federal grants, which includes two or more of the following functions: familiarity with federal agency funding mechanisms, proposal preparation, proposal review and approval process, identification of funding sources, and/or grants administration; Demonstrated familiarity with award intake and awards processing; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated presentation skills; Demonstrated computer experience (i.e. word processing, database, and spreadsheet functions); Demonstrated familiarity with federal, state, and sponsor level requirements for sponsored projects; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations.

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