

Job Code:101669
Position#: PSA (E)
Developed by: BK
Reviewed by: DLJ
Approved by: LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Grants & Contracts (College of Arts and Sciences) (CAS)

DIVISION: Academic Affairs (College of Arts & Sciences)

REPORTS TO: Research Coordinator (CAS); Director Finance & Administration (CAS)

GRADE: 8

SUPERVISES: N/A

BASIC FUNCTION:

Work with the Associate Deans, Director of Finance and Administration, Research Coordinator, Research Faculty/Administrators, and Business Managers to provide research support operations and activities. Provide data for use by the Deans, Director, and the Research Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide administrative support to college faculty, staff and departmental administrators in the preparation and submission of federal, state, and privately funded grant, foundation, and contract proposals, which may include gathering required administrative documentation for submission.

Provide budgetary guidance to researchers for proposal development and submission by interpreting sponsor and university announcements and guidelines on application preparation.

Provide professional support for pre-award grant and contract proposals, including development of accurate and realistic budgets, correct interpretation of sponsor and university budgetary guidelines, and managing external subaward communication for contracts.

Provide professional support for post-award activities relating to grant and contract proposals and funding, including compliance monitoring, payment processing, financial reporting, and salary allocations.

Assist, at times directly, with timely submissions of proposals on behalf of faculty and staff for external funding and other sponsored project applications that request support for research, education, and other activities.

Perform work with moderate guidance and utilize knowledge of University and business drivers.

Prepare accurate budgets and related components according to the guidelines established by the applicable sponsoring entity, and institutional policies and procedures, contacting program officials directly where any budgetary questions might arise.

Lend expertise to refine budget justifications in consultation with the principal investigator.

Coordinate with external organizations and institutions on collaborative submissions.

Proactively manage multiple concurrent proposal submission timelines to ensure the on-time submission of proposal applications.

Continuously develop and maintain a strong working knowledge of the federal rules and regulations that govern research grants and contracts and stay informed on sponsor terms and conditions for submitting and administering grant awards.

Work with Business Managers and Principal Investigators to provide support related services for the monitoring of awarded funds.

Advise and ensure adherence to all federal and university guidelines, policies and procedures, pre/post award.

Liaise between department staff, affiliated research faculty, and Sponsored Projects supporting them in a variety of activities related to the implementation of their project both pre- and post-award.

Monitor the establishment of new awards and sub-projects, with correct budgets and documentation.

Assist in the preparation of financial reports as assigned.

Prepare and maintain Excel spreadsheets for financial reporting and analysis, when necessary.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers; word processing, database management, and spreadsheet software; InfoEd and other grant preparation software; Enterprise Resource Planning software (i.e., PeopleSoft); Excel.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of two years of academic, finance, research, business, or public administration experience in a complex setting; Demonstrated experience with grant administration (pre- and post- award); Demonstrated ability to interpret institutional policies, plans, objectives, rules, and regulations and communicate the interpretation to others; Demonstrated understanding of budgetary principles; Demonstrated computer experience (including enterprise software); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated ability to work with minimal supervision; Demonstrated ability to balance multiple priorities; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience in a complex, research setting; Demonstrated experience in a higher educational setting; and; Demonstrated experience using both InfoEd and PeopleSoft software.

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