

Class Code:.....0580
Position #:(NUNC)(E)....
Developed by:...RH;JT;PA;GS
Reviewed by:.....AYE;SG
Approved by:.....RHL;LK
Date:5/90;10/02;7/08;6/10;1/14

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Sponsored Projects
DIVISION: Research & Economic Development
REPORTS TO: Vice President, Research & Economic Development
GRADE: 16
SUPERVISES: Professional, technical, administrative and other
Research Office support staff

BASIC FUNCTION:

Direct the overall pre- and post-award functions of the sponsored programs office for the University including: preparation and submission of all external proposals; the negotiation of awards & contracts; account establishment; the negotiation of subcontracts and agreements; ensuring allowable and appropriate recording of expenses to sponsored projects and the general ledger in compliance with GAAP; assist in preparation of financial documents and reports in compliance with sponsor reporting requirements; monitor the submission of technical reports due; and prepare close out documents for grants and contracts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Effectively manage and direct the efforts of professional and support staff in the Sponsored Projects Office.

Work collaboratively and in partnership with faculty researchers, department chairs, deans, administrative officers and other offices in the University to provide for the administration of sponsored project activities.

Maintain an effective working knowledge of all OMB circulars, sponsoring agency policies, University policies along with federal, state, University and local rules and regulations and literature related to sponsored programs and sponsored projects financial administration.

Develop institutional policies and procedures to ensure University compliance with federal, state and local laws related to the administration of grants and contracts.

Ensure the Sponsored Projects Office works collaboratively, efficiently and effectively with the Controller's Office.

Implement and monitor the review of all proposals for extramural funding processed by the Sponsored Programs Office according to all relevant University, state, and federal rules and regulations.

Direct the acceptance and negotiation of awards, and their modifications, with outside agencies for faculty and staff on behalf of the University.

Work to continuously improve the performance of the Sponsored Projects Office including development of training programs; evaluate training needs; oversee the development of materials, delivery of training sessions and obtain feedback from attendees and improve training on an ongoing basis.

Direct the preparation and issuance of subcontracts and amendments.

Ensure financial reports (monthly, quarterly, semi-annually and annually) are prepared and processed accurately and in a timely manner.

Ensure that accounts are balanced, reconciled and closed out appropriately and in compliance with both sponsor agencies and University policy.

Ensure that all award files are up-to-date, complete, well organized and audit worthy.

Supervise the preparation of research funding reports for the Vice President for Research and Economic Development.

Direct the updating and monitoring of the computerized tracking system for all proposals and awards, including supervising the conversion to any new data tracking systems.

Advise the Vice President for Research and Economic Development and his/her designees on matters related to the processing of proposals, the negotiation of awards and the administration of awards.

Represent the Vice President and his/her designees on committees and other such bodies as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties relevant to the office as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software and federal electronic proposal submission systems.

ENVIRONMENTAL CONDITIONS:

There are no adverse environmental conditions associated with this position.

QUALIFICATIONS:

Required: Master's degree in accounting, finance, MBA, or related field; at least five years of experience in a progressively responsible research administrative function, preferably in a university, college or governmental setting, which includes experience in proposal and budget preparation, proposal development and personnel management; demonstrated experience managing research grants and contracts; a working knowledge of state, federal and sponsor regulations and guidelines; demonstrated knowledge of university financial management practices and contracting and subcontracting practices; demonstrated computer proficiency with word processing and spreadsheets; demonstrated experience with electronic proposal submission software; demonstrated excellent communication and interpersonal skills; demonstrated ability to handle details accurately and to plan, communicate, and oversee work on a variety of projects; demonstrated ability to organize large amounts of data, undertake new initiatives and work in an environment with complex policies and procedures; demonstrated ability to work with diverse groups.

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