

Class Code:.....0683-REV
Position#:(PSA)....8570
Developed by:.... SG; RR
Reviewed by:.....ZS; RR
Approved by:.....LK
Date:.....3/02; 11/04

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Fiscal Coordinator, IDeA Network/INBRE
DIVISION: Academic Affairs (Biomedical Sciences - College of Pharmacy)
REPORTS TO: Director, BRIN
GRADE: 9
SUPERVISES: May supervise support staff as assigned

BASIC FUNCTION:

Responsible for coordinating the overall administration of a multi-institutional, multi-million dollar Biomedical Research Infrastructure Network (BRIN) grant, funded by NIH. Manage all business and fiscal operations, including the supervision of any clerical support staff. Serve as fiscal and administrative liaison to NIH, other federal agencies, and all RI institutions participating in the Network. Develop protocols and systems to track all accounts and subcontracts. Organize meetings, workshops and seminars. Coordinate the preparation of progress reports, grant renewals, and new grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate and oversee the administration of Biomedical Research Infrastructure Network (BRIN), a multi-year, multimillion dollar, multi-institutional research network in Rhode Island.

Serve as official liaison for BRIN and assist in the informational technology events between URI and other BRIN participants.

Coordinate and manage BRIN sub-contracts.

Interpret and apply rules, policies, and regulations pertaining to State and Federal funding agencies.

Provide and interpret income and expense analyses.

Prepare interim progress reports and supplemental grants.

Coordinate and initiate the renewal process for the research grants.

Assist in all phases of proposal preparation and procurement activities.

Prepare correspondence to funding agencies, both written documentation and verbal communication.

Fiscal Coordinator, IDeA Network/INBRE (0683)

Page 2 of 2

Develop protocols to monitor research grants and to predict future financial requirements.

Reconcile monthly financial statements using on-line Web-based financial reporting systems.

Assist in the preparation of scientific publications and technical reports.

OTHER DUTIES AND RESPONSIBILITIES:

Prepare and assist in all phases of domestic and foreign travel arrangements.

Organize and schedule meetings, seminars and workshops.

Arrange meetings of the Steering Committee and External Advisory Board.

Keep accurate record of meeting agendas and minutes.

Initiate and prepare various personnel action forms.

Additional duties as required.

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:

REQUIRED: Bachelor's degree and at least three years of grant-related work or business management experience, preferably in a research setting at a university, college, or government agency; demonstrated proficiency with Microsoft Office and electronic mail systems; ability to prepare and deliver oral and written reports; ability to handle details accurately and to plan, communicate, and carry out large financial projects, undertake new initiatives, and work in a fast-paced and often complex environment; ability to communicate effectively orally and in writing; strong interpersonal skills. **PREFERRED:** Previous experience in managing federal research grants and contracts, including budget preparation, income and expense analysis, proposal preparation.

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