

Class Code:.....0871
Position #:(PSA).....
Developed by:.....MKD
Reviewed by:.....LK
Approved by:.....LK
Date:.....6/10

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Analyst, Grants & Contracts
DIVISION: Research & Economic Development
REPORTS TO: Assistant Director, Sponsored Projects
GRADE: 9
SUPERVISES: Clerical and technical support staff as assigned

BASIC FUNCTION:

Serve as post-award person on a sponsored projects team responsible for working directly with PIs and staff in a defined subset of departments within the University to facilitate understanding of the sponsor's administrative terms and conditions of awarded project. Responsible for oversight of projects from federal, state, Foundation, non-profit and corporate entities according to federal, state and University policies, approving invoices, and reviewing financial reports on behalf of the University and final close-out of awards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Analyze and approve requisitions for items to be charged to sponsored project account in order to ensure expenses are allowable, allocable and reasonable, and that they are in compliance with sponsor's requirements.

Analyze, approve and process basic personnel appointments to sponsored project accounts to ensure expenses are allowable, allocable and reasonable and in compliance with sponsor's requirements.

Work with agency sponsors, principal investigators and administrative staff to troubleshoot grant administration-related issues.

Maintain working knowledge of Office of Management and Budget (OMB) circulars such as A-21, A-110, A-133, and principles of allowability, allocability and reasonableness.

Monitor cost-sharing and Dean's Pledge awards.

Prepare various reports for submission to funding agencies, as well as for internal use.

Process close-out of awards, including pre-closing notice, review projects for open items, encumbrances, advances, deficits, surpluses, adjustments, and final billing.

Monitor technical reporting requirements, ensuring that they are met by the PI.

Interpret award instructions from grant and contract documents, including agency requirements for managing the project, restrictions, billing and reporting.

Work with other Sponsored Projects personnel to resolve problems.

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

Monitor international accounts for expenditure allowability, accountability, and exchange rate calculations.

Maintain current knowledge of various University financial systems and all related interfaces.

OTHER DUTIES AND RESPONSIBILITIES:

Exhibit sensitivity to and consistently meet the support requirements of a research environment, and be committed to customer satisfaction.

Be committed to effective teamwork.

Be flexible and open to change, show initiative, and be proactive.

Assist the Director of Sponsored Projects and the Assistant Director of Sponsored Projects on other matters 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: Bachelor's degree; minimum of three years of financial experience required, preferably in a research administration role in higher education; Working knowledge of Office of Management and Budget (OMB) circulars such as A-21, A-110, A-133, and principles of allowability, allocability and reasonableness; familiarity with federal, state, university, and sponsor-level requirements for sponsored projects; experience with using word processing, spreadsheet and database management software; ability to pay attention to detail and to work with a high degree of accuracy; ability to communicate effectively verbally and in writing; excellent interpersonal skills; demonstrated ability to be a team member.

Preferred: Financial experience in a research administration role in higher education; a working knowledge of higher education organization and activities; experience with PeopleSoft, Oracle or other ERP system.

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