

Job Code:..100901-A-REV  
Position#: (PSA)..... (E)  
Developed by:.....SG;WN  
Reviewed by:...TR;GW;DLJ  
Approved by:.....LK  
Date:3/04;6/07;5/13;6/18

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Specialist II, Grants & Contracts  
**DIVISION:** Research and Economic Development  
**REPORTS TO:** Assistant Director of Sponsored Project, OSP  
**GRADE:** 9  
**SUPERVISES:** Clerical and Technical Support Staff as Assigned

**BASIC FUNCTION:**

Prepare and review grant/contract proposals and award documents; negotiate agreements with governmental and private sponsors on behalf of the University in accordance with relevant federal, state, University, and sponsor guidelines; draft or compile subcontracts and contracts as needed; develop budgets and other administrative details of proposals; adopt new computer technology for electronic transmission of proposals; and execute related duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Review proposals for external funding and review agreements, award documents, subcontracts, purchase orders, or other sponsored-programs vehicles to assure compliance with all federal, state, University and sponsor requirements.

Responsible for the negotiation and finalization of subcontracts to outside institutions and other entities.

Adapt new technologies for electronic transmission of proposals as required by government funding agencies, NSF, HHS, DOD, etc.

Draft or compile appropriate agreements, subcontracts, or contracts for sponsored programs and projects, taking into account relevant requirements, statutes, regulations, and policies including foreign and international proposals and agreements. Familiarity with export control, international entity screening including potential visiting scholars and students included in proposals.

Develop budgets for sponsored project proposals. Meet with University faculty and staff to determine budget and other requirements of proposed sponsored projects; prepare budgets and administrative detail adequate for proposal submission, taking into account faculty/investigator program needs, indirect costs recovery requirements, and other requirements imposed by federal, state, University, or sponsor guidelines. Knowledge of Federal new Uniform Guidance.

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Build and maintain an electronic data-base containing factors that affect allowable University Grant costs.

Negotiate with sponsors on administrative and fiscal aspects of sponsored project proposals, awards, and amendments in accordance with relevant federal, state, University and sponsor requirements.

Assist research faculty with the review of research contracts/agreements.

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

Supervise clerical and technical personnel as assigned; execute related duties as required.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other 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; Demonstrated experience in business, accounting, public administration, or a related field; Minimum of three years' experience in a sponsored research environment within a university setting; Demonstrated experience in preparing and negotiating sponsored projects proposals, budgets, agreements, contracts and subcontracts in a university, hospital, or similar non-profit setting; Demonstrated knowledge of government software packages for electronic transmission of proposals; Demonstrated knowledge of principles and practices of budgeting for public sector university sponsored projects; 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.

**PREFERRED:** Master's degree.

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